

Family Life is seeking a person or a couple interested in serving the Lord at Family Life through our housekeeping department. The job would consist of evening hours (after office closing) and some simple weekend duties when Family Life has weekend events. Details on the job listing are below. All interested parties should contact Jeff Harmon, Chief Operating Officer, directly by emailing him at [jeffharmon@fln.org](mailto:jeffharmon@fln.org) or by calling the business office during regular business hours at 607-776-4151. All questions and concerns can be addressed in the same manner.

## **Family Life Ministries, Inc.**

### **Request for Proposal - Housekeeping / Cleaning Professionals Needed**

---

<b>Date Needed:</b>	To begin November 2015
<b>Under the Direction of:</b>	Director of Buildings and Grounds (Currently Joe Prunier)
<b>Facility:</b>	Family Life Headquarters
<b>Location:</b>	7634 Campbell Creek Road / County Route 14, Bath, NY 14810
<b>Phone Number:</b>	607-776-4151
<b>Office Hours:</b>	8:30am – 5:00pm Week Days (Except for holidays or other designated dates)
<b>Cleaning Shift:</b>	To begin after 5pm
<b>Cleaning Days:</b>	Monday through Friday (except for holidays or office closings) Extra cleanings as needed for special event weekends.
<b>Communications or Questions:</b>	Please speak to Chief Operating Officer - Jeff Harmon, extension 260, with questions concerning the proposal. <a href="mailto:jeffharmon@fln.org">jeffharmon@fln.org</a>

#### **Ministry Mission Statement:**

“...is to strengthen families and individuals through the Gospel of Jesus Christ, impacting lives with the message of hope by equipping, enriching, and encouraging our world.”

#### **How do we accomplish that?**

Family Life is a very active, non-denominational, non-profit para-church ministry that began in 1957, and moved to the current location in 1965. Through the years, the ministry has morphed from a concentration on youth ministry to using three avenues in which to minister to all members of the family – the FM Radio Network, the Biblical Counseling Department, and the Performing Arts Department. Family Life wishes to spread the love and knowledge of Jesus with these ministries tailored to reach people of all ages and stages of life. All three areas of ministry are represented in the main facility located near the town of Kanona, NY.

---

#### **PROPOSAL**

**Family Life’s main headquarters is a very active building with events happening each day. The facility will need attention each day with basic housekeeping needs as well as in depth cleaning being organized weekly and monthly. Details are below.**

-Family Life will provide cleaning supplies for all needs.

(Storage for supplies and equipment will be provided.)

-Family Life will provide cleaning equipment.

-A separate company will be contracted for carpet steam cleaning.

-Person(s) / Company must have each staff person bonded for \$50,000.

-Must be able to show proof of liability insurance for at least \$2,000,000.

-Please include in your proposal how many people you have on your “team” ? Is it just you?  
Will you be including a spouse?

<b><i>Nightly:</i></b>	<b><i>Weekly:</i></b>	<b><i>Twice each year:</i></b>
Vacuum front entry and main hallways	Complete sweep / full moping of all appropriate floors	Clean inside and outside of windows
Use push carpet sweeper as needed	Vacuum all carpeted floors	Strip and wax all appropriate floors
Sweep/ spot Mop all other floors	Check walls/corners of ceilings	Shampoo all carpets (possibly an outside company may be contracted for this)
Clean all restrooms	Check all vents and vacuum if necessary	Open all fluorescent lights and clean/vacuum lenses
Clean all drinking fountains	Wipe down coat racks if needed	
Empty all trash	Wipe down blinds as needed	
Empty recyclable bins to designated areas	Wipe down doors and door frames as needed	
Dust all areas as needed	Clean emergency lights as needed	
Clean all glass as needed	Clean the legs of furniture and backs of chairs	
Clean all baseboards as needed	Weekly/ or as needed, kitchen floors should be mopped.	
Everything / ALL AREAS are included for being monitored each day. If it needs done, please do it.	Clean off computer monitors (see IT department for correct cleaner usage)	
	Clean and sanitize phone handsets and wipe off phones, door handles, and light switches/switch plates	