



# SUBCONTRACTOR HANDBOOK

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**A MANUAL OF PERSONNEL  
POLICIES AND PROCEDURES  
2018**



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**\*The use of the term "associates" pertains to both subcontractors and employees. It is important to note that although these work statuses are not the same, the job duties will not change between subcontractors and employees, only their work status.**

### **Section 1: Important Contact Information**

Below is the contact information of the Urban Simple front office and Project Management/Oversight teams. Note the distinctions in the title for each person and be sure

to communicate specific needs or concerns with the correct person. Descriptions of the proper ways to communicate with these teams are located in “Section 4: Communication”

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## **Section 2: Safety Rules and Regulations**

Urban Simple takes safety very seriously. Cleaning services targeted to the food and beverage industry present safety risks that all cleaning associates must avoid for both personal safety, protection of the client’s space, and protection of the equipment that produces consumables for the general public. Cleaning procedures that involve the use of chemicals in spaces where food and drinks are prepped can create potentially harmful effects to the space, equipment and food/drinks that are served to the public for consumption. It is extremely important that all cleaning associates fully understand this

section so as to avoid creating unnecessary damage and harm to onto themselves and the equipment. Below are descriptions of Federal Safety Regulations and Urban Simple Safety Rules and Guidelines.

## **Section 2.1: State And Federal Safety Rules and Regulations**

### **OSHA: Occupational Safety and Health Administration**

To learn about these regulations from the source directly please visit <https://www.osha.gov/SLTC/cleaningindustry/standards.html> for more information.

### **Section 2.2 Important Safety Guidelines:**

#### **Preventing Burns From Hot Equipment:**

First, check if the equipment is on and/or too hot. Check the heat adjustment knobs or electrical display on the front of the machine to check if an “On” indicator is illuminated or if the knobs are anything besides switched off. By placing your hand at a safe distance from the piece of equipment in question, test to see if the equipment is too hot to touch and therefore too hot to work on. If the equipment is on or too hot to touch, promptly turn the piece of equipment off and wait for it to cool off while performing other aspects of the clean.

If the equipment is too hot but you still need to work on it, wear the recommended safety hand, body and face gear for protection of your skin and eyes. You should always wear protective equipment when working with chemicals on possibly hot surfaces.

#### **Preventing Harm From Using Cleaning Chemicals:**

You should be aware of the dangers of using chemicals beforehand. A better understanding of the cleaning chemicals used can be found in “Section 7.2: Approved Cleaning Chemicals and Their Usage.”

Measures should be taken to avoid and prevent excessive exposure to cleaning chemicals. Protective equipment should be worn to protect the skin, eyes, and hair. Protective breathing equipment should be worn to prevent illness from breathing in excess of cleaning chemicals. As a cleaning associate, you are fully responsible for your health and safety on the job site. It is very important that you take your health and safety in this matter as seriously as we do.

When your skin, eyes or hair are exposed to cleaning chemicals you should thoroughly rinse the affected areas with clean water. In the event that you become ill from overexposure or from inhaling the chemicals, you should consult a doctor immediately.

Remember, a step towards prevention can save you four or five steps of rehabilitation. Wear the provide protective equipment, avoid overexposure and practice safe habits on the job site.

### **Preventing Physical Injury On The Job Site:**

When working overnight in restaurants or bars it is important to turn on the lights as much as possible to properly navigate the store and prevent unnecessary injury or damage to the space. Consult your Project Manager or Inspection Officer to instruct you on how to manage the lights if you are unsure.

When working in the kitchen or other “Back Of The House” areas that include the floors, it is especially important to protect yourself from slipping and falling. Wear non-slip shoes or water resistant non-slip work boots and practice proper balance in posture when working to clean the floors. When performing labor-intensive jobs like floor scrubbing, loosen up by stretching or other means of warming your body up before doing this work to avoid unnecessary injury. A step towards prevention can save you four or five steps of rehabilitation.

When it is necessary to clean areas that are above your natural ability to reach, and therefore requires you to use a step ladder, practice extreme safety so as to avoid unnecessary injury due to falling. Work with a partner to hold the ladder while you are on it for stability and safety. Be aware of items on shelving above you and be sure that all items are secure and will not fall and cause injury.

When needing to move or carry heavy equipment or other items practice care and safety in the way of moving these heavy items and utilize any tools or help that you may have access to. Practice proper lifting form and posture to avoid unnecessary strain on your muscles and use carts or dollies to transport heavy items if accessible.

### **Plan For Emergencies:**

Always have a plan in mind when working in spaces overnight. Always lock yourself in the store to avoid unwanted and unapproved individuals entering the space without your direct permission. These involve break-ins or wandering homeless individuals. Whilst doing so, always be aware of the fire exits. These exits are locked to the outside but the door will open from the inside for easy escape. They are usually in the kitchen or “Back Of The House” area.

In the case of an unwanted or unapproved individual on site, immediately dial 9-1-1 and vacate the space as soon as possible.

In the case of a fire that can be put out, know where the water or fire extinguisher is and try to put out the fire immediately. If the fire becomes uncontrollable, immediately vacate the space and dial 9-1-1 for a fire emergency. You must know the address of the space you are working at so please be sure to have that information on hand.

In the case of a cut where blood is drawn, immediately rinse the wound in a hand sink and properly seal and cover the wound so blood is not tracked around the

restaurant. This could cause serious blood-borne illness hazards that must be taken care of immediately. All areas affected must immediately be disinfected with a water/bleach solution or heavy duty disinfectant.

### **Summary:**

Practice safe and healthy habits when performing the different labor-intensive tasks of the job. Have a plan in place to respond to emergencies like break-ins, fires, injuries, and other emergencies.

### **Section 2.3: Guidelines for Protection of Client Property**

As a cleaning associate, you are held directly responsible for damages done to the client's space if damages were a direct result of your work. It is very important to understand what measures you can take to avoid costly and unnecessary damage to the client space. The practice of safe habits on the job site will put you in the best position to avoid injury and damage. A step towards prevention will save you four or five steps of rehabilitation or reparation.

First off, know your cleaning tools and chemicals and where to use them and where not to use them. Understand both the cleaning chemicals' "Safety Data Sheets (SDS)" and the areas where the chemicals are properly used (found in Section 7.2).

When working with kitchen equipment it is very important to use the correct tools and equipment so that the equipment can stay functioning safely and for as long as possible. It is very important when working with kitchen equipment to NOT use an excess of water as this can damage the internal components of the equipment and cause costly repairs or replacement. This means pressure washing equipment is NOT permitted unless directly specified otherwise under specific circumstances involving only the EXTERIOR of the equipment. This also applies to excess water used in areas where power outlets are located. Take steps to avoid excess water or spillage on power outlets and be sure the power plugs are safely in place before leaving the store.

When working with bleach it is very important not to spill bleach on carpets, curtains or other colored cloth items of which their patterns could become ruined due to exposure to bleach.

When working on glass or mirrors it is important to use gentle tools so as to avoid scratching and damaging the glass or mirrors.

When cleaning wooden floors it is very important not to use an excess of water as this can damage the floor and finish on the floor. Only use the approved wood floor cleaner and follow the instructions provided for proper cleaning.

## **Section 3: Cleaning Associate Obligations and Responsibilities**

It is important that you understand the role of the Cleaning Associate in the organization. If you understand all of your obligations and responsibilities you will be better prepared to perform the job in a consistent and quality manner.

### **Section 3.1: Cleaning Associate Obligations**

**Professionalism:** It is important and in many ways necessary to maintain a level of professionalism when working anywhere in the world. When treating work as a profession, individuals put themselves in a great position of career advancement and pay increase. Professionalism doesn't only involve doing your job well but getting along with the other members of your organization to achieve the same goal of company success. When WE succeed, YOU will succeed as well. Our goal at Urban Simple is to facilitate every individual's goals and aspirations in the hopes that he or she will, in turn, facilitate our goals and aspirations. By becoming a cleaning associate of Urban Simple, it is very important that you embody this culture and do your part to promote this amidst the organization. So what does professionalism mean to Urban Simple:

1. Abiding by all rules, regulations, and guidelines put forth by the company, client, and state/federal organizations.
2. Practicing professional habits in the workplace like:
  - a. Arriving on time and completing jobs on schedule
  - b. Properly communicating with the organizational leadership
  - c. Fully prepare yourself for the job by attaining all necessary info and training
  - d. Working well with other members of the organization
  - e. Understanding client and employer expectations and striving to exceed them
  - f. Treating the client space and company organization as if it were your own
  - g. Settling disputes in a calm and respectful manner, versus arguing and bickering
  - h. Resolving issues in a timely and effective manner

### **Workplace Synergy:**

When WE succeed, YOU will succeed. Working well with other members of the Urban Simple organization is extremely important, necessary for personal and company success and beneficial to all parties involved. Understanding your role and how you can maximize your effectiveness in that role is essential to your success and career growth. Showing that you can work well with others is a key attribute of leadership and therefore puts you in a great position for advancement.

The leadership of this company started as cleaning associates, showed great initiative, work ethic, great attitude and willingness to adhere to and grow the company culture, which has allowed them to advance their careers in this company. These same opportunities are available to everyone who can display the same attributes.

Understanding how to work well with the leadership of the company is essential to your success and their success. Understand that they have a different role with different and more often than not stressful, bigger picture responsibilities. The role of a Project Manager or Inspection Officer is to maintain long-term success, quality, and consistency of the services we provide the clients. This at times will mean that they will need to submit feedback or notices to fix certain issues on the job site. It is extremely important that you not view this feedback as a personal attack in any way. The majority of this feedback is derived directly from the client and is therefore that much more important. Both the client and our leadership understand that no one is perfect and that sometimes things will be missed and mistakes will be made. This is not a cause for major concern; we are all human beings and should never be held to standards of perfection. But we will hold everyone accountable to a standard of professionalism when it comes to Client's satisfaction and doing the job the way it needs to be done.

### **We Are A Family**

Treat everyone within this company and everyone that surrounds the work we do with the utmost respect, and that respect will be reciprocated. Lend a helping hand when you can because when you need a hand in return, one will be made available to you. Treat this organization like a family and the organization will flourish. When WE succeed, YOU will succeed.

### **Section 3.2: Cleaning Associate Responsibilities**

As a cleaning associate, you may be either an employee or a subcontractor of Urban Simple, but this does not mean you are not held responsible for the job depending on what your work status at Urban Simple would be.

**Expectations:** The expectations will be made known to you before you begin work on any account. It is up to you to obtain any and all information or training that you need to meet these expectations if you are in need of it. You must meet or exceed the expectations dictated by the Client and Urban Simple on a consistent basis.

**Contractual Agreements:** If you choose to work as a Subcontractor, you are responsible for understanding and working in accordance with the terms and conditions laid out in the Subcontractor Agreement. It is up to you to read through and understand the Subcontractor Agreement so that you understand exactly what you are contractually obligated to.

**Scope Of Work:** You are responsible for performing all tasks involved in the Client's Cleaning Checklist to meet expectations while striving to exceed them. This means completing the job on schedule and in accordance with the time allotted to complete the job. Usage of the Cleaning Checklists is outlined in Section 6.

**Communication:** You are responsible for submitting regular progress and completion reports to Urban Simple Project Management. Communicating procedures can be found in Section 4.

**Inventory:** You are responsible for maintaining your cleaning material inventory. Procedures and guidelines for maintaining your inventory can be found in Section 7.

**Compensation:** You are responsible for maintaining your payroll forms and submitting them for approval and payment processing. Guidelines and procedures for pay forms and payment schedules can be found in Section 8.

## **Section 4: Communication**

In this section, you'll find the proper ways to communicate with team members, Urban Simple staff, and Client staff as well as communicating progress and completion reports via Slack. It is important to keep in mind that at times there will be a language barrier that you'll have to find ways to overcome. But more often than not there will be people you can readily communicate with that can translate your needs or concerns to the proper personnel. It is important to follow the guidelines stated below on using the proper channels of communication to bring you the help you need in the most efficient way possible.

### **Section 4.1: Guidelines For Proper & Professional Communication**

First off, you can always feel welcome to share anything with us. We have an open door policy that allows for anyone to set up a time to meet with the company leadership and express their views, concerns or ideas. At all times your voice can and will be heard so never feel like you are in a situation where you cannot communicate whatever it is you feel like you must communicate.

Having said this there are proper ways of going about communicating what you want/need to. The first and most important part of communicating with anyone is to be respectful. Communicating with respect earns respect in return.

### **Section 4.2: Communicating in "Slack"**

Before communicating your needs it's important to know who to communicate with and how to communicate with them. Urban Simple currently has an account set up with the group communication app "**Slack.**" This platform allows all members of the Urban Simple team to communicate under one roof so we and stay organized and on top of everyone's needs. Within Slack, there's a communication stream named "**2-associates-all**" where associates communicate their progress and completion reports. This process is fairly simple once you develop the habit. The process is as follows:

**Step 1.** Arrive at the account you are assigned to at or before the described Time Of Arrival. Submit a progress report describing that you have arrived at the account and are going to begin work. A simple "Arrived - Account Name" will suffice.

**Step 2.** Complete the clean, double check the checklist to see if a task may have been forgotten and once all scheduled tasks have been completed submit a completion report describing that you have double checked your work, are finished with the clean, setting the alarm and leaving. In this stream enter, "Account Name - Green"

The word "Green" with signify that you double checked your work before leaving. Understand that when you submit this report that sometimes during the daytime the client may find things they feel were unsatisfactory and will report the issues to Urban Simple Project Management. We are not expecting perfection so don't feel discouraged when you are approached by the Project Manager or Inspection Officer with notice to resolve the reported issues. The better you become at double checking your work will result in far fewer complaints from the Client. A happy client is a happy project manager, inspection officer, and company. The 5 to 10 minutes it takes to double check your work on a regular basis is worth it if it saves you the headache of a complaining client.

Submitting these progress/completion reports is a very important function of keeping this company organized. This is why these reports are a mandatory part of the job. You will be reminded regularly to do this and as you become more familiar with the system, you will form the habit and it will become second nature.

### **Section 4.3: Communicating Issues With The Client's Space**

#### **Point Of Contact: Project Manager/Inspection Officer**

At times you may encounter issues with the client's space that must be addressed quickly so that you can perform your job the way you're contracted to do. These issues can stem from the client's staff, faulty lighting, door issues, alarm issues, broken equipment or a number of other things. In any case, when you are having issues with the client's space, speak to the Urban Simple Project Management or Inspection Officers to

get it resolved as soon as possible. The Project Management will address your issues with the client and make sure a resolution is implemented.

If you are having an issue with the client's space but are unsure how to resolve it, request that the Project Manager or Inspection Officer schedule a time to review the issue on site with you to form the best plan of resolving the issue. When in doubt, never take it upon yourself to fix an issue. Always consult a project manager or inspection officer.

#### **Section 4.4: Communicating Issues With Team Members**

##### **Point Of Contact: Project Manager/Inspection Officer**

In certain situations, you may be a part of a team that is tackling a large cleaning job. In a team setting it is important that everyone understands their job responsibilities and handles their part of the clean while making themselves available to provide aid to team members for their responsibilities and vice versa for you. When a team is contracted to perform a clean, the team as a whole is responsible for the completion and quality of the job. Although the total clean may be broken up into smaller tasks that are divided up between the members of the team, the team as a whole is held responsible. This means that the team must work together to ensure the project is done the way it needs to be.

There can be times where issues between team members arise on the job, and the job as a whole suffers as a result. These issues can derive from conflicting personalities, the feeling that a team member is not taking care of their responsibility, which causes schedule setbacks and/or extra work for the other members of the team, lack of quality by one or more of the team members or negligence on the job site by one or more of the team members. It is very important to report these issues responsibly and professionally. It is also important to avoid any type of confrontation with other cleaning associates. If ever in a situation where you feel a confrontation is imminent, promptly remove yourself from the area and immediately contact Urban Simple Project Management to report the situation so it can be handled properly.

In the case where you feel a team member is not carrying their weight and causing schedule setbacks and extra work, and you aren't sure speaking to them directly will go well, report your concerns to the Project Manager or Inspection Officer and allow them to resolve the issue with that team member. If you are respectful and kind when approaching the team member about this you have a much better chance of seeing immediate positive results. But when this is not possible allow the Project Managers and/or Inspection Officers to handle the situation.

#### **Section 4.5: Communicating Issues With Project Management/Inspection Officers**

### **Point Of Contact: Administrative Assistant/Human Resources**

Urban Simple Project Managers and Inspection Officers are here to provide different levels of support while providing quality assurance for the client and company. They are instructed to treat every associate with the utmost respect when providing support, client feedback and at all times when addressing all associates. Let's always keep in mind that they are human beings and are imperfect at times so don't hold them to unrealistic expectations. Having said this, there may be times where you may feel negatively about a Project Manager or Inspection Officer and it is important to go about communicating this properly.

For one, you may find the best solution by respectfully approaching the Project Manager or Inspection Officer about the way you're feeling and if you are respectful and kind in the way you approach them you have a great chance to resolve the issue instantly. This will cause the relationship between you and them to strengthen. The Project Management and Inspection Officers for the company started out as cleaning associates and through dedication and work ethic they achieved promotions to these positions so they have a great understanding of what it's like to be a cleaning associate. This means they will more than likely understand where you are coming from when you approach them. Build positive relationships with them and it will help you be successful along the way.

In the case where you are having an issue with the Project Management and/or Inspection Officers that you feel you must report to Urban Simple leadership, submit a written request to meet with the company leadership at the office to discuss these issues. Your concerns will be heard and the proper measures will be taken to make sure that a positive resolution is found. When in this meeting it is important to have your concerns organized and with specific examples so the company leadership can best understand the situation and develop the best way to proceed. Understand that at one point or another a conversation between you and the Project Management and Inspection Officers must be had to fully resolve the issue. The Company Leadership will do its part to make sure that a compromise is found and a positive relationship can be established.

### **Section 4.6: Communicating Inability to Perform the Job As Needed**

#### **Point Of Contact: Project Manager/Inspection Officer**

Communication about these types of issues is extremely important. There may be times that you are unable to arrive at the job site or may be arriving late, or there is something happening on the job site that is hindering your ability to do the job. In these instances, you must communicate with the Project Management or Inspection Officers as soon as you can if not immediately to inform them of the issue. By contacting them immediately,

they will know how to mobilize responses to the situation. Failure to do this will put your contract in jeopardy and may result in certain penalties described in the Subcontractor Agreement. Whether the reason for your inability to do the job is a personal issue or client issue, always keep the Project Management team aware so the client account doesn't suffer and the issues can be properly resolved.

## **Section 5: Project Management and Inspection Officers**

Urban Simple employs Project Managers and Inspection Officers to make sure the jobs we get contracted to do are done on schedule and done the right way. They serve as the intermediary between you and the client. These positions are only available to people who have been cleaning associates so they are familiar with what it's like to be at associate level. They facilitate inventory orders and provide on-site training and assistance. They perform independent quality inspections on every job site to ensure client satisfaction. They assist you by making sure you are fully aware of the job expectations, have all the necessary information to be successful, provide whatever training and assistance you may need along the way, coordinate coverages for you to have time off if provided adequate notice and can help resolve issues with team members, client spaces or other job-related problems. Utilizing their support is essential to your success, therefore its very important that you work synergistically with them to achieve the common goals of client satisfaction and company success.

## **Section 6: Cleaning Checklists (Scope Of Work)**

A cleaning checklist is developed to match the scope of work at the client's space as accurately as possible. Within this checklist is a break down of what tasks are your responsibility in the "Back Of The House" or kitchen area (BOH), the "Front Of House" (FOH) or dining area, as well as special or exterior cleaning tasks like windows or patio pressure washing. The checklist is used by both the client and you for reference of what's getting done and when. Some tasks are nightly while others can be weekly or monthly tasks. Here's a breakdown of how the client uses the checklist and then how you use it.

### **Section 6.1: How The Checklist Is Used By Clients**

The client from time to time will reference the checklist to see what is supposed to be getting done. They will use the checklist to determine which items on the list they'd like to see more attention given to. For instance, if they walk into their store in the morning and notice that they think the floors in the dining room could look better they're going to use the checklist to mark the FOH floors as needing more work. They will circle the item in the checklist to indicate that that item needs fixing in the coming night's clean. This is

a simple way of establishing indirect communication between the client and you. You know exactly what the client is asking for without having to speak to them directly about it. Understand that when a client marks an item for fix on the checklist they also reach out to our Project Management and front office teams to make sure they are aware of the issue so that our Project Management team can make you aware of the client request and facilitate any assistance in resolving the issue that may be necessary.

Over time you will develop an understanding of what the client is looking for and if you get into the habit of double checking your work you will see far fewer complaints and marks on the checklist.

### **Section 6.2: How The Checklist Is Used By Cleaning Associates**

You know how the client uses the checklist to indirectly communicate with you. Here's how you indirectly communicate back with the client to let them know that the items they wanted fixed have been fixed.

When you arrive at the account, get your materials together, enter the space, turn off the alarm and get ready to start the clean always check the posted checklist to see what items were marked by the client that day. There won't always be marks but you should always be aware when there are. If there were marks you would've already been made aware of the issues by Urban Simple Project Management prior to your arrival to the account. Review the checklist to gain an understanding of the items the client wants more attention given to and begin work as you normally would. When fixing the specific items the client referred to on the checklist take pictures of the fixes and send them to the Project Management so you are protected from complaints the following day. After fixing the issues, check off the items on the checklist that were marked by the client so that the following morning when they arrive they will see that the items they wanted fixed were fixed and that you are doing your job to make them aware of it. Sign and date the checklist at the bottom for timestamp purposes.

## **Section 7: Entering / Exiting Client Spaces**

Take extreme care when entering/exiting a client's space. They are entrusting us with their space's security while we access it overnight. Properly entering the space and exiting the space is important to you as any damages or losses the spaces sees as a result of not securing the space while it was under your watch will be your responsibility. Follow the guidelines on properly securing the space in the forms that will be given to you outlining them.

## Section 7.1: Entry/Exit Form & Policies

You'll be given a form with information specific to the account you are contracted to that outlines how to properly enter and exit the space. This will involve which doors to use, where the alarm keypad is located and steps to properly enter the alarm code, how to secure the space while you're working, and how to exit the space and secure once you've finished cleaning for the night. It is very important that you familiarize yourself with this information so you and the space are safe and secure before you begin work, while you're working and once you've finished. Below is an example of the form you'll be given:



**ENTRY/EXIT PROCEDURE: PLUCKERS 5 LAMAR**

This form covers how to properly enter this client's space, how to properly disarm the client's security alarm system, guidelines for securing the space once inside, how to arm the client's alarm system when leaving and the guidelines for securing the client's space when leaving after the clean is finished. Properly arming and disarming the alarm system and keeping the space secure is extremely important. Follow these guidelines to avoid possibly dangerous and costly situations.

	<p><b>ENTERING THE SPACE</b></p> <ul style="list-style-type: none"> <li>- <b>Step 1:</b> Gather your tools and materials needed to complete the job by the entrance door. Review the area to be sure no one will try entering the space behind you endangering you and the space.</li> <li>- <b>Step 2:</b> Unlock the door with the key provided to you for this account, enter the space and immediately go to the alarm pad to disarm the client's alarm system. Alarm systems are set to trigger after a short amount of time of entering the space so you must be quick.</li> </ul>
	<p><b>DISARMING THE ALARM SYSTEM</b></p> <ul style="list-style-type: none"> <li>- <b>Step 1:</b> Steps to arriving at alarm keypad...</li> <li>- <b>Step 2:</b> Disarm the the alarm by.....</li> <li>- <b>Notice:</b> The alarm system will say "disarmed" or "home" when the alarm has been properly entered and the system is disarmed.</li> </ul>
	<p><b>SECURING THE SPACE WHILE WORKING</b></p> <ul style="list-style-type: none"> <li>- <b>Step 1:</b> Understand that when you are inside the client space working in the night time, the space must be secure for your safety and the safety of the space. Lock the door behind you and be aware of the fire exits in the building.</li> <li>- <b>Fire Exit Location:</b></li> </ul>
	<p><b>ARMING THE ALARM SYSTEM BEFORE LEAVING</b></p> <ul style="list-style-type: none"> <li>- <b>Step 1:</b> When you're wrapping up the clean, promptly double check your work by referencing the provided task list for this account, gather your tools and materials by the exit door and double check all doors to make sure they're closed and locked.</li> <li>- <b>Step 2:</b> Set the alarm by.....</li> <li>- <b>Notice:</b> The alarm systems are set up to trigger after a short amount of time so you must be quick.</li> </ul>
	<p><b>SECURING THE SPACE WHEN LEAVING</b></p> <ul style="list-style-type: none"> <li>- <b>Step 1:</b> Once you've exited the space after setting the alarm, lock the door you exited through with the key provided to you for this account.</li> <li>- <b>Step 2:</b> Double check all the doors to make sure they're closed properly and locked.</li> <li>- <b>Step 3:</b> Submit your completion report in Slack and move on to your next account or enjoy the rest of you night! THANK YOU!</li> </ul>

Notes:

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Upon finishing the clean, gather your tools and materials near the exit. **ALWAYS DOUBLE CHECK YOUR WORK.** Walk the account and reference this checklist to make sure all the tasks listed have been completed. Submit your completion report in Slack by messaging "ACCOUNT NAME - Good" in the *associates\_all* channel.

Thank You - Urban Simple 

**CONTACT INFO:**

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E: [cesiaalmdarez85@gmail.com](mailto:cesiaalmdarez85@gmail.com)  
#: 737.203.0623

Understand that you are responsible for the safety and security of yourself and the space while working on site. Only authorized personnel can be allowed access to the space so be sure there is no one on site that should not be there. When entering the space, be sure that you are not followed inside and lock the door behind you to ensure no one enters the space behind you without you noticing. When leaving the space, be sure that the alarm was properly armed and that all the doors are properly closed and locked. Double check the doors before you set the alarm, load your tools and materials into your car, set the alarm and exit the space. Immediately lock the door with the provided key and double check that the door is properly locked by pulling/pushing it. If it does not budge then you know it is locked properly.

## Section 7.2: Key & Alarm Receipt Form & Policies

You will be given a key and alarm code to the space(s) that you are contracted to clean. To properly track the keys and alarm code information, you will sign off on a receipt form that outlines the rules and guidelines for properly securing the information. You must be sure that the alarm code information is not given to anyone who it should not be given to and that there are no copies of the keys made. If a copy of the key is needed contact a Project Manager and one will be provided to you. It is extremely important to keep these items secure for the sake of the client space's security. Remember that you will be held responsible for any losses or damages to the space if they are a result of your negligence. An example of this receipt for is below:



**Client Space Key & Alarm Code Receipt Form**

This form outlines the responsibilities and guidelines for having a key and alarm code to one of Urban Simple's client spaces. Read through these and sign below stating that you agree to adhere to these rules and accept responsibility for keeping the key, alarm code and client space safe and secure.

In receiving this key you agree to:

- Never under any circumstances make duplicates of this key.
  - If the key is lost, immediately report to Urban Simple project management so a copy can be given to you. You will be required to give a report on where you believe the key is so proper measures can be taken to secure the client's space.
  - If there is a possibility that the space is insecure due to the loss of the key and the locks to the location have to be changed, you will be charged the cost to have them replaced.
- Never give the key to anyone who does not have written authorization by Urban Simple to access the client's space. Never share the alarm code with anyone who does not have written authorization by Urban Simple prior to receiving it.
  - If you have organized a crew to cover your account in the event that you cannot make it to the client's space or you are working directly with another individual at the client space and you would like them to have a copy of the key and alarm code information as well, inform Urban Simple project management and this same form will be filled out for that individual.
    - Urban Simple may reject at its sole discretion to release key copies and alarm code information to other individuals they believe are unfit to receive them.
- At all times when in possession of a key and alarm code for a client's space you are responsible for the security of the space when accessing it overnight. Any losses or damages to the client space as a result of your negligence in securing the space and all repair costs will fall under your responsibility. Take the necessary precautions to avoid this by properly securing the space when entering and leaving the space and securing the key and alarm information at all times. Follow the guidelines given to you in the "Entry / Exit Form" given to you for the client account.

• By signing this agreement you agree to indemnify and hold harmless, protect and defend Urban Simple, its Associates, Affiliated Companies and the Owner against all claims, suits, losses or damages arising out of your work on site.

**SIGNATURES:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Client Information:**

Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

Client Space Alarm Code: \_\_\_\_\_

**Associate:**

Associate Name: \_\_\_\_\_

Associate Signature: \_\_\_\_\_

**Urban Simple:**

Project Manager: \_\_\_\_\_

Project Manager Signature: \_\_\_\_\_

## Section 8: Account Cleaning Schedule

Most restaurants and bars are open 7 days a week and the majority of our accounts have 7 day a week cleaning schedules. You will receive a cleaning schedule for the client account(s) you are contracted for. Below is an example of what one will look like:

								
Horario de Limpieza Semanal Asociado								
	Domingo	Lunes	Martes	Miercoles	Jueves	Viernes	Sabado	Manual / Programado
Slot 1	Pluckers : 11PM-3AM	Pluckers : 11PM-3AM	Pluckers : 11PM-3AM	Pluckers : 11PM-3AM	Pluckers : 11PM-3AM	Pluckers : 11PM-3AM	Pluckers : 11PM-3AM	Pluckers : 11PM-3AM
Slot 2	Matt's El Rancho : 3:30AM - 5AM	Matt's El Rancho : 3:30AM - 5AM	OFF	Matt's El Rancho : 3:30AM - 5AM				
Slot 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Slot 4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Notas:								

This schedule must be followed as it is determined by the expectations of the client as well as Urban Simple's supervision schedule. As a subcontractor, you are responsible for providing your own shift coverage when you need a day off. If you would like to enlist the help of Urban Simple for this, per the contract you must provide no less than 14 days notice for requesting off. The pay for that day or days' clean(s) will go to your replacement for those missed cleans. You will not be paid for these days off.

## Section 9: Maintaining Inventory

As a cleaning associate you are responsible for maintaining your inventory and covering the cost of materials used to complete the job. We have developed systems that make this very simple and cost effective. You do not need to worry about making trips to the department store to get materials or researching which cleaning materials are approved and developing the OSHA safety sheets for them. We have done that work for you and have a system of receiving your inventory orders and fulfilling them.

***We understand that prices on certain materials are constantly changing, so if you see a cheaper price for your supplies while at the store please take photos to show us and we will happily price match you when you stop by the office to pick up your materials. Product has to match the product on the Approved Cleaning***

***Chemicals list we provide. Further instructions on how and when to place supply orders can be found in the Approved Cleaning Chemicals list in Section 9.2***

As a cleaning associate of Urban Simple, you are required to follow the rules on the safe tool and chemical usage in a client space, which means that only approved tools and cleaning chemicals can be used on the job site. This is both for safety reasons as well as protection of the client space. Below is how the inventory system works and how you can effectively maintain your inventory.

**Section 9.1: Inventory Order Submission and Order Fulfillment (Inventory Procedure)**

The best way to maintain the inventory you have on hand is to always stay 1-Up on everything, meaning, always have an extra on hand. If you use a degreaser for your account and you go through a gallon a week, you should have a gallon on hand and then order another gallon every week. This way in case of emergency or misstep in ordering a replacement you will always have inventory on hand so your job quality doesn't decrease.

Review your inventory to develop your order for the week. Submit your order no later than Thursday of every week to the Inventory Officer.

The Inventory Officer will compile all the orders into one bulk order for the Materials Director who will supply all the materials. The Inventory Officer will then separate your order and deliver your ordered materials to you either at the job site or at a separate location coordinated between the two of you.

You will sign a form upon receiving your order stating that you have received what you ordered and agree to the material deductions from your upcoming paycheck as reimbursement for materials. This way everything is tracked and recorded.

**Section 9.2: Approved Cleaning Chemicals And Their Usage**



## APPROVED CLEANING CHEMICALS

Below is the list of cleaning chemicals approved for usage in Urban Simple client accounts. Always be aware of the safety hazards when using cleaning chemicals and take the necessary precautions. Wear protective gear, avoid over exposure, avoid ingesting the chemicals and avoid chemical contact with your eyes. Follow the guidelines listed on the bottles for usage and safety. In the case of a health emergency due to chemical exposure, dial 9-1-1 for emergency health response. **DO NOT INHALE OR INGEST ANY CLEANING CHEMICALS.**

	<p><b>DEGREASER: MEMBER'S MARK(ECOLAB) - HEAVY DUTY DEGREASER</b></p> <ul style="list-style-type: none"> <li>- Industrial strength degreaser</li> <li>- Concentrated formula makes 160 gallons</li> <li>- Removes grease, oil and carbon buildup</li> <li>- For commercial, foodservice, pressure-washing and industrial use</li> <li>- <b>SAFETY:</b> Use goggles, gloves and a face mask to avoid possible skin, eye and respiratory irritation.</li> </ul>	<p><b>ID: D01</b></p>
	<p><b>DEGREASER: ECOLAB - GREASELIFT</b></p> <ul style="list-style-type: none"> <li>- As effective as corrosive degreasers and is biodegradable</li> <li>- Aluminum safe and doesn't require gloves or goggles</li> <li>- Effective on all kitchen equipment, hoods and filters, and anywhere grease is present.</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: D02</b></p> <p><b>PRICE/BOTTLE:</b> \$4</p>
	<p><b>SANITIZER: MEMBER'S MARK(ECOLAB) - COMMERCIAL SANITIZER</b></p> <ul style="list-style-type: none"> <li>- Kills 99.99% of foodservice germs</li> <li>- EPA registered product approved for use on food contact surfaces</li> <li>- Concentrated – makes 128 gallons</li> <li>- For use in restaurants, institutional kitchens, schools, daycare centers and salons</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: S01</b></p> <p><b>PRICE/GALLON:</b> \$5.50</p>
	<p><b>SANITIZER: ECOLAB - OASIS 146 MULTI-QUAT SANITIZER</b></p> <ul style="list-style-type: none"> <li>- Economical foodservice sanitizing</li> <li>- Sanitize hard, non-porous food contact surfaces such as tables, counters, and food processing equipment.</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: S02</b></p> <p><b>PRICE/BOTTLE:</b> \$2</p>
	<p><b>DISINFECTANT: MEMBER'S MARK(ECOLAB) - LEMON FRESH DISINFECTANT</b></p> <ul style="list-style-type: none"> <li>- Kills 99.99% of germs in commercial and residential applications</li> <li>- One-step disinfectant, cleaner, sanitizer, fungicide, mildewstat, virucide and deodorizer. Acid-free</li> <li>- Concentrated – 1 container makes 64 gal. of solution</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: DF01</b></p> <p><b>PRICE/GALLON:</b> \$6.50</p>
	<p><b>DISINFECTANT: ECOLAB - PEROXIDE MULTI SURFACE DISINFECTANT &amp; CLEANER</b></p> <ul style="list-style-type: none"> <li>- Streak-free performance on hard surfaces and glass</li> <li>- Reduces total number of cleaning products needed, simplifies overall cleaning process and increases operational efficiency</li> <li>- Fresh and pleasant scent</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: DF02</b></p> <p><b>PRICE/BOTTLE:</b> \$2</p>
	<p><b>DISINFECTANT: LYSOL DISINFECTANT SPRAY</b></p> <ul style="list-style-type: none"> <li>- Prevents mold and mildew.</li> <li>- Eliminates odor at the source.</li> <li>- Spray on doorknobs, desktops and frequently touched surfaces.</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: DF03</b></p> <p><b>PRICE/BOTTLE:</b> \$13</p>
	<p><b>EQUIPMENT CLEANER: MEMBER'S MARK(ECOLAB) - OVEN, GRILL AND FRYER CLEANER</b></p> <ul style="list-style-type: none"> <li>- Removes baked-on food and grease</li> <li>- Heavy-duty cleaning formula</li> <li>- For commercial use only</li> <li>- Optional foaming sprayer included</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: EC01</b></p> <p><b>PRICE/PACK(3):</b> \$8.50</p>



## APPROVED CLEANING CHEMICALS

Below is the list of cleaning chemicals approved for usage in Urban Simple client accounts. Always be aware of the safety hazards when using cleaning chemicals and take the necessary precautions. Wear protective gear, avoid over exposure, avoid ingesting the chemicals and avoid chemical contact with your eyes. Follow the guidelines listed on the bottles for usage and safety. In the case of a health emergency due to chemical exposure, dial 9-1-1 for emergency health response. **DO NOT INHALE OR INGEST ANY CLEANING CHEMICALS.**

	<p><b>EQUIPMENT CLEANER: EASY-OFF HEAVY DUTY OVEN &amp; GRILL CLEANER</b></p> <ul style="list-style-type: none"> <li>- Cuts through tough baked on grease &amp; food spills</li> <li>- Effectively cleans warm or cold ovens in in 5 minutes</li> <li>- Great for occasional deep cleaning or everyday tough spot cleanings</li> <li>- Ideal for cleaning ovens / oven doors, barbecue grills, broilers / broiler pans, and stainless steel surfaces</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: EC02</b></p>
	<p><b>ALL-PURPOSE: FORMULA 409 MULTI-SURFACE CLEANER</b></p> <ul style="list-style-type: none"> <li>- Effective on most surfaces</li> <li>- Tough on grease and grime. Good for removing stubborn stains</li> <li>- Registered disinfectant, kills 99.9% of bacteria</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: AP01</b></p> <p><b>PRICE/BOTTLE:</b> \$6</p>
	<p><b>ALL-PURPOSE: DAWN DISH SOAP</b></p> <ul style="list-style-type: none"> <li>- Very effective for baked on grease and food stains</li> <li>- Can be used as substitute for floor cleaner and all purpose cleaner</li> <li>- Effective in deep cleaning applications</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: AP02</b></p> <p><b>PRICE/BOTTLE:</b> \$9/75oz, \$3.50/28oz</p>
	<p><b>BATHROOM CLEANER: ECOLAB - 66 HEAVY DUTY ALKALINE</b></p> <ul style="list-style-type: none"> <li>- Alkaline based disinfectant detergent that removes common soils and heavy soap scum on tubs, showers, counter tops, toilets and sinks</li> <li>- Disinfects at a low use concentrations (8-12oz/gal)</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: BC01</b></p> <p><b>PRICE/BOTTLE:</b> \$2</p>
	<p><b>BATHROOM CLEANER: CLOROX TOILET BOWL/URINAL CLEANER</b></p> <ul style="list-style-type: none"> <li>- Easy to use, apply small amount under and around the toilet/urinal rim, scrub and flush.</li> <li>- Kills 99.9% of bacteria</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: BC01</b></p> <p><b>PRICE/PACK(2):</b> \$4</p>
	<p><b>GLASS CLEANER: WINDEX (AMMONIA-FREE)</b></p> <ul style="list-style-type: none"> <li>- Ideal for windows, mirrors, glass doors, and tabletops</li> <li>- Leaves household surfaces shining and streak-free</li> <li>- Cleans fingerprints, smudges, and other messes</li> <li>- Comes in convenient spray bottle for immediate use</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: GC01</b></p> <p><b>PRICE/BOTTLE:</b> \$3.25</p>
	<p><b>STAINLESS STEEL POLISH: ZEP STAINLESS STEEL POLISH</b></p> <ul style="list-style-type: none"> <li>- Polishes and protects stainless steel and aluminum surfaces</li> <li>- Works well to clean appliances, metal and aluminum surfaces</li> <li>- Protects stainless steel surfaces from soil and water spots</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: SS01</b></p> <p><b>PRICE/BOTTLE:</b> \$5</p>
	<p><b>FLOOR CLEANER: MR. CLEAN ANTIBACTERIAL FLOOR CLEANER</b></p> <ul style="list-style-type: none"> <li>- Powerful multi-surface cleaner that cuts through grease</li> <li>- Liquid cleaner that removes grime and leaves a light, fresh scent as you go</li> <li>- Freshens with the scent of Febreze meadows and rain</li> <li>- Contains no chlorine, bleach or ammonia</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: FC01</b></p> <p><b>PRICE/GALLON:</b> \$8</p>



## APPROVED CLEANING CHEMICALS

	<p><b>FLOOR CLEANER: ORANGE GLO 4-IN-1 HARDWOOD FLOOR CLEANER</b></p> <ul style="list-style-type: none"> <li>- Special formula restores shine and beauty to dull and scratched wood floors</li> <li>- Unlike oil soaps, this wood care product cleans away dirt and tough stains without dulling your wood's finish and without a residue</li> <li>- Refreshing orange scent permeates the area where product is used</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: FC02</b></p>
	<p><b>FLOOR CLEANER: ECOLAB - WASH 'N WALK</b></p> <ul style="list-style-type: none"> <li>- Total floor and drain management with one easy solution</li> <li>- Patented, enzyme-based formula that attacks and helps eliminate grease buildup that causes slipping</li> <li>- EPA-registered sanitizer kills 99.9% of dangerous bacteria on floors and in drains, creating a cleaner, safer kitchen</li> <li>- Sanitizing properties helps reduce odor causing bacteria and cross contamination risks</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: FC03</b></p>
	<p><b>FLOOR CLEANER: MEMBER'S MARK (ECOLAB) FLOOR CLEANER</b></p> <ul style="list-style-type: none"> <li>- Neutral pH formula will not dull finishes</li> <li>- Leaves no unsightly film</li> <li>- Safe for all floors</li> <li>- Fresh, clean fragrance</li> <li>- Concentrated - makes 64 gallons</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: FC04</b></p>
	<p><b>WOODEN FLOOR CLEANER: MURPHY'S OIL SOAP</b></p> <ul style="list-style-type: none"> <li>- Naturally gentle cleaner containing no strong alkalis</li> <li>- Use on cabinets, wood paneling, doors, tables, chairs, bookcases, banisters, stairs and painted wood.</li> <li>- Comes packaged in a 32 ounce bottle</li> </ul>	<p><b>ID: FC05</b></p>
	<p><b>BLEACH: CLOROX BLEACH</b></p> <ul style="list-style-type: none"> <li>- Clorox regular bleach kills 99.9% of germs for a healthy home</li> <li>- Removes stains and protects surfaces</li> <li>- Contains Cloromax technology to protect surfaces as it cleans, so stains won't stick and cleanup is easier on countertops, floors, toilets and more</li> <li>- <b>SAFETY:</b> Harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask.</li> </ul>	<p><b>ID: B01</b></p>

## URBAN SIMPLE INVENTORY PROCESSING

- As an associate working on Urban Simple's job sites you are required to use only these approved cleaning chemicals.
- **We understand that the prices of certain materials and chemicals are constantly changing. If you find a cheaper price elsewhere for the materials you need, send us photos and we will happily price match for you when you pick up your supplies.**
- Remember to always stay "1-Up" with all your inventory to make sure you always have cleaning materials on hand to complete the job as necessary. Always have one extra just in case.
- Submit your weekly material orders with the described Inventory Manager no later than **Wednesday**. You will receive your orders by the following **Sunday**.
- You'll be given a receipt for your orders which you'll sign off on receiving. Keep this for your records so you can properly write off your materials costs on your tax forms.
- Some of these cleaning chemicals are distributed in bottles that we fill at the office. Upon needing a refill, bring the empty bottle back to the office for refill or exchange. **DO NOT throw away empty bottles.** You will be charged \$2 per lost bottle but only \$1 per refill/exchange of the applicable cleaning chemicals.
- **SAFETY:** Practice safety when working with cleaning chemicals at all times. Refer to the labels to understand the safety hazards and proper responses to different possible reactions. All of the cleaning chemicals are harmful if swallowed and can cause skin and eye irritation. As a recommended precaution, use gloves, goggles and a face mask to lessen or prevent exposure to these chemicals.

## **Section 10: Compensation (Pay Structure)**

### **Section 10.1: Pay Confidentiality**

As a cleaning associate, it is important to understand how pay decisions are made. Ultimately, upper management will make the executive decision on how much each associate gets paid per account/job. It is also important to understand that Urban Simple completely encourages a workplace where employees can feel comfortable about approaching management or Human Resources personnel with questions and discussions about pay and complaint resolution.

Given this information, it is imperative that you understand sharing information about your pay with other cleaning associates is not allowed. If at any point you are in a conversation about pay with another associate(s), you should remove yourself from the situation and talk to management if you'd prefer. Because duties and responsibilities vary from associate to associate, and from location to location, not all associates will be paid the same. It is absolutely important to understand this, and that such implications on other associates' pay will not provide any leverage in determining higher/lower wages. Your job as an associate is not the same as your coworker, so please make sure you understand this policy.

### **Section 10.2: Payroll Procedure**

It is important to make sure you fill out your payroll form on time in order to get paid on time. Pay dates at Urban Simple are twice a month; once on the 20th for worked dates 1st-15th, and another time on the 5th of the following month for dates 16th-30th/31st. Your first reminder will look like this and should be emailed to you at least five days before the pay date to allow for sufficient time to complete the form.

Hi!

It's time to get paid, so please assist us in making sure we don't forget anything by filling this form out for us. Please don't skip over anything and read it over carefully. At the end, in the signature box, if you're signing from your smartphone, please tap the signature box once, then you can sign with your finger. If you're filling out the form on your computer, please use the mouse to sign it!

**YOU MUST GET THIS FILLED OUT BY THE END OF THE DAY TOMORROW!**

Es hora de que te paguen, así que por favor ayúdanos a asegurarnos de que no nos olvidemos de nada rellenando este formulario para nosotros. Por favor, no se salte nada y léalo detenidamente. Al final, en el cuadro de firma, si está firmando desde su teléfono inteligente, toque el cuadro de firma una vez, luego puede firmar con el dedo. Si está completando el formulario en su computadora, ¡utilice el mouse para firmarlo!

**¡DEBE OBTENER ESTE LLENO PARA EL FINAL DEL DÍA MAÑANA!**

[CLICK HERE>>>](#)

**Yazz Martinez**

Marketing Director

Urban Simple LLC

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[www.urbansimple.net](http://www.urbansimple.net)

214.562.4254



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Once you click on the link that says “CLICK HERE>>>” you will be taken to the payroll form that will look like the photo below. Here, you will fill out your name, email address, today’s date, employee or subcontractor, pay period, and you will list the jobs you did along with their respective dates (see below).

## URBAN SIMPLE: Formulario de informe de tiempo / trabajo de nómina.

Introduzca su nombre: \*

Nombre Apellido

Last

Por favor, complete su nombre y apellido.

Tu correo electrónico: \*

El día de hoy: \*



dd-MMM-yyyy

¿Eres un empleado o un subcontratista? ¡Debes elegir uno! \*

¿Para qué período de pago es esto? \*

Seleccione el período de cálculo de nómina para ...

### Sus cuentas principales y detalles:

Ingrese los detalles de las cuentas principales a las que da servicio.

**TRABAJO 01: fecha del trabajo, nombre del trabajo, cantidad de trabajo.**

EJEMPLO: del 1 al 15 de noviembre, el restaurante Truluck's, \$700.

**TRABAJO 02: fecha del trabajo, nombre del trabajo, cantidad de trabajo.**

EJEMPLO: del 1 al 15 de noviembre, el restaurante Truluck's, \$700.

Once you are done filling out all necessary and applicable fields, you will sign electronically and click submit at the bottom of the form.

**Por favor, enumere los días perdidos o adelantos de sueldo aquí.**

*Por favor, enumere el día y la cuenta y por qué se la perdió. ¡Gracias!*

**Ingrese el monto a deducir por los materiales que recibió como subcontratista durante este período de tiempo. Por favor, ponga la cantidad y las notas que pueda tener.**

*Todos los materiales y herramientas proporcionados a usted como subcontratista se le están vendiendo.*

**Información adicional, comentarios y solicitudes.**

*¿Se te debe algo más o tienes algo que decirnos? Pon eso aquí...*

**Su pago total por este período de pago: \***

USD

*Por favor ponga el total que se le debe aquí.*

**Su firma:**

[Clear](#)

*Por favor, firme aquí para decirnos que usted certifica que toda esta información es correcta a su leal saber y entender. PUEDE FIRMAR CON SU RATÓN EN SU COMPUTADORA O DEDO EN SU TELÉFONO MÓVIL.*

**¡ENVIAR EL FORMULARIO!**

Below is an example of how you should fill out your form. Information such as jobs and employee or subcontractor status will vary from person to person, so please pay attention carefully to how you fill out the form.

## URBAN SIMPLE: Formulario de informe de tiempo / trabajo de nómina.

Introduzca su nombre: \*

Subcontractor

Nombre Apellido

Por favor, complete su nombre y apellido.

Name

Last

Tu correo electrónico: \*

yazz@urbansimple.net

El día de hoy: \*

21-Aug-2018

dd-MMM-yyyy



¿Eres un empleado o un subcontratista? ¡Debes elegir uno! \*

SUBCONTRATISTA (SUBCONTRACTOR)

¿Para qué período de pago es esto? \*

(PRIMER PERÍODO DE PAGO) 1st through 15th

Seleccione el período de cálculo de nómina para ...

### Sus cuentas principales y detalles:

Ingrese los detalles de las cuentas principales a las que da servicio.

**TRABAJO 01: fecha del trabajo, nombre del trabajo, cantidad de trabajo.**

Home Slice, 1-15 de Agosto, \$250

EJEMPLO: del 1 al 15 de noviembre, el restaurante Truluck's, \$700.

**TRABAJO 02: fecha del trabajo, nombre del trabajo, cantidad de trabajo.**

Truluck's, 1-15 de Agosto, \$900

EJEMPLO: del 1 al 15 de noviembre, el restaurante Truluck's, \$700.

A final payroll reminder will also be sent to you a couple of days before the pay date so that you may submit your form on time with no delays in pay. It's imperative that you fill all of this out before the scheduled pay date as the payroll manager needs enough time to process checks. The final reminder will look like this:

Templates Sequences Documents Meetings Snippets | Log Track

Hello,

If you've already filled out your timecard, please disregard this email!

You MUST fill out your timecard today if you want to get paid on schedule. If not, your payment will be delayed. Please use the link below to complete your timecard!!

[CLICK HERE>>>](#)

**Si ya ha completado su tarjeta de tiempo, ¡ignore este correo electrónico!**

DEBES completar tu tarjeta de tiempo hoy si quieres que te paguen a tiempo. De lo contrario, su pago se retrasará. Utilice el siguiente enlace para completar su tarjeta de tiempo.

[CLICK HERE>>>](#)

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### Section 10.3: Payroll Form

You can find the payroll form here:

<https://forms.zohopublic.com/avazquez2121/form/UrbanSimpleTimeWorkReportForm/formperma/30jA6m30kdCFkCbg4d5jF2024>

As a reminder, if you have any questions regarding your paycheck or an error, you may contact Payroll Coordinator, Yazz Martinez, at [yazz@urbansimple.net](mailto:yazz@urbansimple.net)