

**SERVICES WE PROVIDE:**

- Janitorial Services
- Security Services
- Engineering & Operations
- Window Cleaning
- Integrated Pest Management
- Lighting and Electric Maintenance
- Concierge
- Marble, Metal and Wood Restoration

BUSINESS CONTINUITY:

When an emergency strikes, Guardian Service Industries responds by providing you with the necessary expertise to continue with business as usual.

CORPORATE OFFICE:

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Ways To Ensure Your Office Remains Healthy and Happy!



- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.
- Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- Washing your hands often will help protect you from germs. If soap and water are not available, use an alcohol-based hand rub.
- Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
- Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

Preparing for Flu Season

The single best way to prevent the flu is to get a flu vaccine each season. Having said that, not everyone does get the flu vaccine and we are still at risk. Here are some every day tips to help maintain a healthy work space during the cold and flu season.

- Find out about your employer's plans if an outbreak of flu or another illness occurs and whether flu vaccinations are offered on-site.
- Routinely clean frequently touched objects and surfaces, including doorknobs, keyboards, and phones, to help remove germs.
- Make sure your workplace has an adequate supply of tissues, soap, paper towels, alcohol-based hand rubs, and disposable wipes.
- Train others on how to do your job so they can cover for you in case you or a family member gets sick and you have to stay home.
- If you begin to feel sick while at work, go home as soon as possible.

Stop the spread of germs that can make you and others sick!

- To help stop the spread of germs,
- Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.
 - If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
 - Wash your hands often with soap and warm water for 20 seconds.
 - If soap and water are not available, use an alcohol-based hand rub.
 - Avoid touching your eyes, nose or mouth.

For more information about influenza and the influenza vaccines visit <http://www.cdc.gov/flu>, or call 1-800-CDC-INFO (800-232-4636).



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ABOUT GUARDIAN:

Established in 1918, we are one of the oldest, privately-held, entirely "Green" facility services providers in the tri-state.

- CIMS Green Building Certified
- LEED certification
- 24/7 call center
- Web-based reporting that is viewable with a secured login.

24/7 EMERGENCY RESPONSE:

In the event of an emergency, Guardian Service Industries, Inc. has the expertise and the resources ready to assist you, 24/7.

- Management
- Staff
- Equipment
- Supplies
- 24/7/365

Additional Services

- **General Cleaning Services:** dusting, vacuuming, wiping surfaces and collecting trash.
- **Lighting Maintenance:** Furnish and install all lamps, fixtures, ballasts, and sockets.
- **Pest Control:** Services shall be provided during the course of each monthly period by a NYC Board of Health licensed operator for both vermin and rodent control.
- **Security Services:** Concierge, emergency response, special event security, executive security, patrol services and more.
- **Window Cleaning:** Customized to your specific needs. Including partitions, interior offices.
- **Kitchen Maintenance:** Wash clean all counter tops, sinks, tables, cabinets and exteriors of garbage cans and appliances nightly. All kitchen flooring will be damp mopped on a daily basis. Load or empty dishwasher, if applicable.
- **Refrigerator / Microwave Maintenance:** Remove contents and thoroughly clean refrigerator and microwave.
- **Carpet Care Program:** Remove all spots, stains, gum, and spillage from all carpeting one time every month. Heavy duty vacuum and pile lift all carpeting, pre-spot, rotary shampoo and extract (steam) all carpeting.
- **Floor Care:** Vinyl, tile, stone, marble; thoroughly wash and scrub all hard floor surfaces. Wax or polish if applicable.
- **Private Lavatory Maintenance:** Clean and disinfect lavatory on a nightly basis. This includes basins, bowls, mirrors, shelves, floors, walls, plumbing fixtures, etc.
- **Lavatory Supplies:** Premium hand towels, toilet tissue and liquid hand soap nightly.
- **Day Porter / Day Matron Service:** Provide a day person to perform work in tenant space as directed
- **High Dusting:** Render high dusting not reached in daily cleaning to include the dusting of all pictures, frames, charts, graphs, and similar wall hangings, all pipes, ventilating fixtures and air conditioners, louvers, ducts, high moldings, and venetian blinds.
- **Wall Maintenance:** Wash clean all painted and/or vinyl covered vertical surfaces, removing fingerprints, smudges and stains, hand high: often replaces the need to repaint.
- **Furniture Maintenance:** Vacuum, wash or shampoo all furniture as per manufacturer's specification.
- **Stainless Steel Maintenance:** Wipe clean and restore stainless steel.
- **Conference Room Maintenance:** All conference room tables will be cleaned and polished. All chairs pushed back neatly to the table.
- **Weekend / Holiday Service:** Furnish labor to police areas and prepare space for following day on Saturdays, Sundays, and holidays.
- **Wood (Millwork) Maintenance:** Dust down all wood with a lint free cloth and clean using manufacturer recommended product.
- **Ceramic Restoration:** Process combining deep cleaning of restroom floors, chemical treatment of grout and sealing of entire surface with a protective coating to help make your tile and grout appear brand new.
- **Specialized Services:** Call us, we'd be happy to discuss your needs.

For more information on any of our services please visit us on the web at: www.guardian-service.com