

Annex C

LIST OF TOOLS/EQUIPMENT, SUPPLIES AND CLEANING MATERIALS

A. Monthly

TEM NO	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT
1	All purpose cleaner	3	gal		
2	Glass Cleaner	2	gal		
3	Air Freshener	3	gal		
4	Beam Bleach	3	gal		
5	Toilet Bowl Cleaner	3	gal		
6	Furniture Polish	3	gal		
7	Hand Soap	1	gal		
8	Flannel cloth, big cut	14	pcs		
9	Detergent Soap	14	kilo		
10	Deodorant Cake	36	pcs		
11	Steel wool	16	pieces		
12	Scotch Brite	16	pieces		
13	Rubber Gloves	12	pieces		
14	Mop Head, ordinary	7	pieces		
15	Broom, tambo	7	pieces		
16	Broom, tingting	5	pieces		

Total Cost Per Month

Number of Months

12

Total Cost per Year

TEM NO	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT
B. Quarterly					
1	Floor Finish	1	gal		
2	Strip Off	1	gal		
3	Toilet Brush	7	pieces		
4	Plastic Sprayer	7	pieces		
5	Polishing Pad	1	piece		
6	Stripping Pad	1	piece		

Total Cost Per Quarter

Quarterly

4

Total Cost per Year

TEM NO	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT
C. Semi-Annual					
1	Spatula	10	pieces		
2	Dust pan, plastic	9	pieces		
3	Pail, plastic	7	pieces		
4	Dipper, plastic	7	pieces		
5	Glass Squeegee	7	pieces		
6	Aluminum mop head	4	pieces		

7	Push brush	3	pieces		
8	Hand brush	3	pieces		
9	Toilet pump	3	pieces		
TOTAL COST					
Annually					2
Total Cost per Year					

Grand Total of Supplies/Materials (A+B+C) =	P	
Total Equipment Cost =	P	-
TOTAL:	P	_____
Number of Janitors		7
Cost per Janitor Per Year	P	_____
Cost per Janitor Per Month	P	_____

Signature over Printed Name

Position/Designation

Name of Company