

VILLAGE OF PITTSFORD

SETTLED 1789 • INCORPORATED 1827



Village Hall ca 1855 (remodeled 1937)

Village of Pittsford Board of Trustees Meeting January 28, 2020 6:00 PM

Tentative Agenda

Board Member - Conflict of Interest Disclosure

Meeting Items

1. Non-Municipal Use Permit
 - Pittsford Garden Club Plant Sale
 - American Legion Banners
2. Arbor Day Event
3. Update on 20 mph speed limit on South St.
4. Airbnb / VRBO discussion
5. DOT Bridge Closing
6. Plan to address input from PZBA on Code passed in November
7. 75 Monroe Community Q&A session planning

Member Items

Department Reports

1. Village Attorney
2. Treasurer's / Village Clerk Report
3. Minutes
4. Executive Session

Next Scheduled Meeting – February 11, 2020

*Subject To Change Without Notice

Village Board Meeting

Meeting Items

Agenda Item 1

Non-Municipal Use Permit

- Pittsford Garden Club Plant Sale
- American Legion Banners



Village of Pittsford Non-Municipal Use Permit Application

Organization: Pittsford Garden Club

Event and Description: Plant Sale -

Event Date(s): May 16, 2020

Event Location: Town parking lot - behind Cooper Beech Park

Parking Location: " " "

Estimated Guest Count: _____

Organization Contact: Pittsford Garden Club / Suz Zolnier

Telephone: 585-233-5859

E-mail: bonjovimom@rochester.rr.com

Date Request Received: Jan 21, 2020

Date Reviewed: _____ Approved Denied

Standard Conditions

- 1) If the request for the Non-municipal Permit was received without the required 45-day notice, the Board of Trustees will need to vote to waive the requirement for the permit.
- 2) The applicant will provide the Village of Pittsford with a certificate of liability insurance, naming the Village of Pittsford as additionally insured, on a primary and non-contributory basis. The certificate must reflect a single limit of liability for personal injury and property damage in the amount of \$1,000,000.00. The certificate must also name the event being covered.
- 3) The applicant will notify, in writing, the Monroe County Sheriff's Office, the Pittsford Volunteer Fire Department, the Pittsford Volunteer Ambulance and the Town of Pittsford Fire Marshal to notify them of the event and all of the details.



Village of Pittsford Non-Municipal Use Permit Application

Organization: RAUSON-MILLER AGRICULTURAL LEAGUE POST 899

Event and Description: BANNERS ON LIGHT POSTS (12)

Event Date(s): 1-4R

Event Location: STATE STREET & MAIN ST.

Parking Location: N/A

Estimated Guest Count: N/A

Organization Contact: A. HUNDLORZ

Telephone: (585) 200-0093

E-mail: aehtc@vit.edu

Date Request Received: 1/22/20

Date Reviewed: _____ Approved Denied

Standard Conditions

- 1) If the request for the Non-municipal Permit was received without the required 45-day notice, the Board of Trustees will need to vote to waive the requirement for the permit.
- 2) The applicant will provide the Village of Pittsford with a certificate of liability insurance, naming the Village of Pittsford as additionally insured, on a primary and non-contributory basis. The certificate must reflect a single limit of liability for personal injury and property damage in the amount of \$1,000,000.00. The certificate must also name the event being covered.
- 3) The applicant will notify, in writing, the Monroe County Sheriff's Office, the Pittsford Volunteer Fire Department, the Pittsford Volunteer Ambulance and the Town of Pittsford Fire Marshal to notify them of the event and all of the details.



More than fast. More than signs.®

2761 E Henrietta Rd
Ste 4
Henrietta, NY 14467
(585) 397-3700

**PAID
IN
FULL**

**INVOICE
2157-3135**

More than fast. More than signs.®

Payment Terms: 50% Dep/Bal due ship

Created Date: 1/13/2020

DESCRIPTION: 24"x48" DS 18 ounce Pole Banners

Bill To: Rayson-Miller Post
21 N. Main Street
Pittsford, NY 14534
US

Pickup At: FASTSIGNS 321601
2761 E Henrietta Rd
Ste 4
Henrietta, NY 14467
US

Ordered By: Al Herdklotz
Email: aehetc@rit.edu
Work Phone: (585) 789-1538
Tax ID: 194518

Salesperson: Lynn Kosmider
Email: lynn.kosmider@fastsigns.com

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	24"x48" DS 18 Ounce Pole Banners - Digitally Printed Qty ea 8-20	12	\$65.3283	\$0.00	\$783.94
	<ul style="list-style-type: none"> Description/Feature Artwork is printed on Titan™ 18 oz. opaque scrim vinyl, the strongest banner material we offer Scrim texture will be subtly visible on the back of the banner 3" pole pockets on the top and bottom of the banner accommodate poles up to 1.25" in diameter Pole pockets fold over the back of the banner and will be visible on the backside Banner features grommets along one edge Imprint Method: Full-Color Digital 				

- Double Sided Graphic

- **Product Dimensions**

- Product Size:

24" W

x

48" H

- Product Weight:

2 lbs

- **Kit Includes**

- 1: Graphic Banner

- **Materials**

- Graphic/Banner: 18 Oz. Opaque Vinyl

Subtotal:	\$783.94
Taxable Amount:	\$0.00
Taxes:	\$0.00
Grand Total:	\$783.94
Amount Paid:	\$783.94
BALANCE DUE:	\$0.00

Village Board Meeting

Meeting Items
Agenda Item 2

Arbor Day Event

Village Board Meeting

Meeting Items
Agenda Item 3

Update on 20 mph speed limit on South St.

Village Board Meeting

Meeting Items
Agenda Item 4

Airbnb / VRBO Discussion

Chapter 210. Zoning

Article IV. Provisions Applicable To All Districts

210-42. Short-term rentals.

- A. Legislative intent. The purpose of this section is to control and regulate the use of short-term rentals within the Village. The Village Board finds that unhosted short-term rentals threaten the residential character and quality of life of the neighborhoods where such uses exist because they tend to attract excessive noise, disorderly conduct, the accumulation of refuse, and other nuisances. The provisions of this section are intended to preserve and protect the health, character, safety, and general welfare of the residential neighborhoods where such uses may exist, and to mitigate the adverse effects of short-term rentals.
- B. Definitions. As used in this section, the following terms shall have the meanings indicated:

HOSTED

The on-site presence of the owner at the property during the duration of the rental period.

OCCUPANTS

The person(s) renting the short-term rental. For purposes of this section, occupants includes their guests and any sublessees.

OWNER

The permanent resident of the dwelling, and/or person(s) or entity that holds legal and/or equitable title to the short-term rental, or an agent of the owner who is authorized to take remedial action and to respond to any violation of this section.

SHORT-TERM RENTAL

- (1) One or more dwellings, as that term is defined in § 210-42.1, and excluding bed-and-breakfasts, for which rent is received by the owner, directly or indirectly, in exchange for residential occupation:
- (a) For periods of not less than one night and not more than 30 consecutive days to the same occupants for the same dwelling; and
- (b) Where the total days the dwelling is rented to all occupants in one calendar year exceeds 30 cumulative days.

- (2) The advertisement of the potential availability (as stated above) of the dwelling for rent on short-term rental websites shall create a presumption that the dwelling is a short-term rental.
- (3) Ongoing month-to-month tenancies are excluded from the provisions of this section.

UNHOSTED

The absence of the owner on-site at the property during the duration of the rental period.

C. Short-term rental requirements.

- (1) Unhosted short-term rentals shall be prohibited in all zoning districts.
- (2) Hosted short-term rentals shall be prohibited unless a special use permit is issued by the Village of Pittsford Trustees Board as provided for herein. A separate special use permit shall be required for each short-term rental property. The special use permit requirements of this section are in addition to any business license, tax registration, or any other permit or licensing requirements that may be required under state or county law.

Cl. Application for special use permit.

- (1) Application information. An application for a special use permit shall be made to the Village Board, and shall be subject to public notice and hearing, pursuant to § **210-35** Special use permit applications shall contain the following information:
 - (a) The name, address, telephone number, emergency telephone number, and e-mail address of the owner [including any authorized agent(s)] who will be on-site for the duration of any rental period, and a secondary emergency contact individual;
 - (b) The number of bedrooms and approximate square footage in the property and the maximum number of overnight occupants;
 - (c) An acknowledgment that the subject property meets all local building code and Uniform Code requirements;
 - (d) A diagram and/or photograph of the property showing and indicating the number and location of designated on-site parking spaces, and the maximum number of vehicles allowed for overnight occupants;
 - (e) If the application is for the renewal of a special use permit, the record of all calls or complaints made in the preceding five years, as set forth in § **210-42G(1)(g)**.
 - (f) An acknowledgment that the owner, agent(s), and secondary emergency contact individual have read and are familiar with the regulations contained in this section; and
 - (g) A certification of the accuracy of the information submitted and an agreement to comply with any and all conditions of the special use permit.

- (2) Preexisting short-term rentals. Notwithstanding any other provision of this section, short-term rentals already in existence at the effective date of this section, whether hosted or unhosted, shall be required to comply with the requirements of this section within 60 days of its effective date.
 - (3) Inspection. In evaluating an application for a special use permit, the subject property shall be inspected by the Village Code Enforcement Officer to determine maximum parking capacity for the property and to verify compliance with provisions of this section and the New York State Uniform Fire Prevention and Building Code. Upon an application for renewal of a special use permit, the subject property shall be reinspected to ensure continued compliance with this section.
 - (4) Public hearing notification. The Village shall notify all property owners within 1,000 feet of the subject property, in writing, that an application has been submitted for a special use permit to allow the subject property to be used as a short-term rental. This notification shall clearly state the following information:
 - (a) The name of the owner, agent(s), and secondary emergency contact individual for the property and a telephone number at which those parties may be reached on a twenty-four-hour basis;
 - (b) The maximum number of occupants allowed to stay overnight in the dwelling; and
 - (c) The maximum number of vehicles allowed to be parked on-site on the subject property overnight.
- E. Application fee. An application for a special use permit under this section shall be accompanied by a nonrefundable fee in such amount as the Village Board of the Village of Pittsford may from time to time establish by resolution.
- F. Application review process. The application review process for the issuance of a special use permit under this section shall comply with the considerations and provisions set forth in § 210-35.2.
- G. Conditions.
- (1) All special use permits issued pursuant to this section are subject to the following standard conditions:
 - (a) The owner shall, by written agreement with the renter, limit the number of overnight occupants and their vehicles to the number approved in the special use permit application.
 - (b) The owner shall demonstrate consistent efforts to ensure that the occupants of the property do not create excessive noises, as defined in Chapter 133, and/or engage in conduct which either annoys, disturbs, injures, or endangers the comfort, repose, health, peace or safety of others, or violate provisions of this section. The use of illegal drugs or controlled substances by occupants is prohibited. The owner shall promptly respond to any complaints of violations of this section by any occupants of the subject property or by any third parties.
 - (c) The owner, upon notification that occupants of the property have created excessive noises and/or engaged in conduct which either annoys, disturbs, injures, or endangers the comfort, repose, health, peace or safety of others, or

otherwise violated provisions of this section, shall promptly use best efforts to prevent a recurrence of such conduct.

- (d) The owner shall post a copy of the special use permit and a copy of these standard conditions set forth in this section and any other conditions imposed by the Town, in a conspicuous place within the subject property.
 - (e) The subject property shall, at all times, regardless of whether the property is occupied, be in compliance with the Village Code and the New York State Uniform Fire Prevention and Building Code, and any other applicable laws and codes.
 - (f) All occupants of the subject property shall observe quiet hours, which shall be between the hours of 10:00 p.m. and 7:00 a.m., Sunday through Thursday, and 11:00 p.m. and 7:00 a.m., Friday and Saturday. Excessive noises and/or conduct which either annoys, disturbs, injures, or endangers the comfort, repose, health, peace or safety of others shall constitute a violation of this section and may be grounds for revocation of the special use permit.
 - (g) Call response availability. The owner and/or agent(s), and second emergency contact person shall be personally available by telephone on a twenty-four-hour basis to respond to calls or complaints regarding the condition or operation of the subject property. Failure to respond to calls or complaints in a reasonably timely and appropriate manner shall constitute a violation of this section and may be grounds for revocation of the special use permit. For the purposes of this section, responding in a reasonably timely and appropriate manner means that an initial call shall be responded to within one hour of the initial call, and any corrective action shall be commenced within 24 hours of the initial call. The owner shall maintain a record of each caller or complainant, details of the call or complaint, the date, and time of each call or complaint, details of the owner's response and corrective action, and any other documentation associated with such call or complaint, and shall provide such records to the Village upon demand, and/or as part of any revocation hearing or application for renewal of the special use permit.
- (2) The Board of Trustee's shall have the authority to impose additional conditions related to the use of the subject property as a short-term rental as may be deemed necessary to achieve the objectives of this section.
- H. Permit term. A special use permit issued under this section shall be valid for one year from the date of issuance, subject to subsequent renewal periods of one year to three years, at the discretion of the Village Board based on the history of complaints and violations under this section relating to the subject property during the preceding permit period.
- I. Notification requirements. Each short-term rental shall have a clearly visible and legible notice posted within the property on or adjacent to the interior of the front door, containing the following information:
- (1) The name of the owner, agent(s), and secondary emergency contact individual, and a telephone number at which each such individual may be reached on a twenty-four-hour basis;
 - (2) The maximum number of occupants permitted to stay in the short-term rental;

- (3) The maximum number of vehicles allowed to be parked on the subject property;
- (4) Quiet hours shall be between the hours of 10:00 p.m. to 7:00 a.m., Sunday through Thursday, and 11:00 p.m. to 7:00 a.m. Friday, and Saturday, and that excessive noises and/or conduct which either annoys, disturbs, injures, or endangers the comfort, repose, health, peace or safety of others shall be a violation of this section.
- (5) Rules for the disposal of refuse, including but not limited to the refuse pickup day.
- (6) Notification that occupants may be cited and fined for creating a disturbance or for violating other provisions of this section or the Village Code; and
- (7) Notification that failure to conform to the parking and occupancy requirements of the subject property is a violation of this section.

J. Enforcement; penalties for offenses.

- (1) Penalties imposed for offenses under this section shall be as set forth in § **210-19.1**, in addition to any other penalties for offenses which may be available under the Village Code.
- (2) In addition to the penalties imposed by § **210-19.1**, each subsequent offense after the third offense within five years shall be punishable by a fine of \$2,000 or imprisonment for up to 15 days, or both.
- (3) In addition to the penalties set forth herein, upon the fourth offense within five years, and upon each offense thereafter within the preceding five years, the special use permit may be revoked in accordance with the provisions of § **210-35.5**.
- (4) Civil enforcement. Appropriate actions and proceedings may be taken by law or in equity proceedings to prevent any violation of this section, to recover damages, to restrain, correct or abate a violation and to prevent illegal occupancy of a building, structure or premises. These remedies shall be in addition to the penalties described above. Consequently, the Village Board may institute any appropriate action or proceeding to prevent and to restrain, correct or abate such violation or to prevent any illegal act, conduct, business or use in and about such premises.

K. Revocation of special use permit.

- (1) Upon the occurrence of the events identified in § **210-35.5**, the Town Code Enforcement Officer shall notify the Village Board, Planning Board, and the owner of the same, in writing, and the Village Board may, in its discretion, hold a public hearing to determine whether the special use permit should be revoked.
- (2) Such public hearing shall be held by the Village Board no more than 45 days from the date the notification from the Code Enforcement Officer in § **210-42K(1)** is delivered to the owner. Notice of the hearing shall be delivered to the owner in person, or by mail to the address given in the application and shall be published once in a newspaper having a circulation within the Village of Pittsford. Said notice to the owner and publication shall be not less than 10 days before the date of the hearing. Written notice of such public hearing shall also be given, personally or by mail, to property owners within 1,000 feet at least 10 days before the date set for

the public hearing; if such notice is given by mail, the ten-day period shall be deemed to commence upon deposit with the United States Postal Service.

- (3) At the time and place set for the public hearing, the Village Board shall take the testimony, under oath, of the owner and all other persons wishing to be heard, as to why the special use permit should not be revoked, and shall receive into the record any documentary evidence submitted either for or against revocation.
- (4) After the public hearing, the Village Board shall, within 30 days, determine in writing whether or not the special use permit should be revoked, or permitted to continue, either with or without additional conditions, and shall give notice of its determination to the owner by mail.
- (5) A special use permit may be revoked upon any of the following grounds:
 - (a) Fraud, misrepresentation or false statement contained in the application for the special use permit;
 - (b) Upon the occurrence of the events identified in § 211-42J(3);
 - (c) Any failure or refusal to maintain the short-term rental in compliance with the Town Code and the New York State Uniform Fire Prevention and Building Code, and any other applicable laws and codes;
 - (d) Any violation of this section or any standard or additional conditions of the special use permit; or
 - (e) Upon the occurrence of any conduct at the property which results in the issuance of a misdemeanor or felony complaint against the owner or any occupant of the short-term rental.
- (6) If a special use permit is revoked, all uses of the property as a short-term rental shall cease within 30 days of the date of the Village Board's determination revoking said permit. A property for which a special use permit was previously revoked may be the subject of a new special use permit no sooner than 12 months after revocation.

[1] *Editor's Note: Former § 211-37, Illumination, as amended, was repealed 9-28-2009 by L.L. No. 13-2009.*

Village Board Meeting

Meeting Items
Agenda Item 5

DOT Bridge Closing

Village Board Meeting

Meeting Items
Agenda Item 6

Plan to address input from PZBA on Code passed in
November

Village Board Meeting

Meeting Items
Agenda Item 7

75 Monroe Avenue Community Q&A session planning

Village Board Meeting

Meeting Items
Agenda Item

Member Items

Village Board Meeting

Department Reports

Village Attorney

Village Board Meeting

Department Report

Treasurers / Village Clerk Report

- Bill Pay
- Cleaning Service



The H2H Pledge:

You are entrusting us with the safety and security of your place of business and/or those of your tenants. We take this responsibility very seriously and pledge that:

1. All personnel that we assign to your worksite will be verified for the previous seven years (on the date that the background check is performed) using the following methods: **(a)** social security/address/alias check; **(b)** county level criminal records check using counties of domicile derived from the person's social security number; (c) national criminal and sex offender database checks; and (d) E-Verify to verify right to work in the United States.
2. All of our representative will be able to produce a **H2H** issued ID badge that certified that such person is an authorized **H2H** Facility Services provider while on your worksite and has passed the background checks noted above.
3. All of our representatives will wear professional-looking attire consisting with Logo No one under the age of 18 or who is not a part of your assigned work crew or management will be permitted on your jobsite for any reason. Alcohol and drug use by any member of your assigned work crew will not be tolerated and anyone who appears to be intoxicated or working in an unsafe manner will be immediately removed from your work site and will be permanently replaced.
4. An authorized supervisor will review all of your site safety procedures with your assigned work crew upon arrival on site. Weekly safety meetings are mandatory for each site or at the next service if service is less frequent than weekly.
5. Our authorized service providers will maintain an OSHA compliant safety program and train all employees on "Right to Know" and other relevant safety issues and procedures that are directly related to the safe delivery of the services, including, but not limited to, the safe operation of all required equipment and the proper use of and hazards associated with all chemicals used in service delivery.

Sincerely,

Andrew Gray- President

Lowanda Jones-Vice President

2024 West Henrietta Rd Suite 2A Rochester, NY 14626
Office Phone: (585)453-8060 Office Fax: (585)453-8207
Email: Customerservice@h2h-facility-services.com
Website: www.h2h-facility-services.com



Company Name: Village of Pittsford
Address: 21 North Main Street Pittsford Ny 14534
Phone Number: 585-586-4332
Email: villageclark@villageofpittsford.com

Dear: Dorothea Ciccarelli

I would like to thank you for again giving H2H Facility Services the opportunity to earn your business. After listening carefully to your requirements and thoroughly reviewing your building and environmental influences, we have developed the following customized program. I think you will find our program reflects true attention to the details that will make your experience exponentially better!

At **H2H**, our goal is to provide solutions that protect your facilities assets and improve the aesthetics and environment for you and your associates. We treat your facility with a strict set of governing principles. We orchestrate the services of skilled professionals, utilize the latest - proven technology, incorporate state-of-the-art communication tools and systematically manage and monitor your satisfaction.

Our promise to you in this proposal is competitive pricing based on an exponentially better level of quality service, performed by dedicated, reliable professionals. Every service provider in your facility is trained and appropriately certified; thoroughly background checked, uniformed and wears H2H identification always.

We commit to meeting your expectation...

The attached maintenance program was custom tailored specifically for you based on the actual conditions in your facility and the objectives communicated to us. If after reviewing you should have questions or need to make any final adjustments or modifications, please feel free to call me; otherwise, all we need to get started is your signature.

2024 West Henrietta Rd Suite 2A Rochester, NY 14626
Office Phone: (585)453-8060 Office Fax: (585)453-8207
Email: Customerservice@h2h-facility-services.com
Website: www.h2h-facility-services.com

Terms & Conditions of Service

1. The undersigned (“Client” or “you”) hereby engages H2H Facility Services (“H2H” or “we”) to perform services according to the attached scope of work (the “Services”).
2. As a courtesy, for contracted recurring services, we will issue an invoice to you for Services dated on the first of each month for the current month of Service, and you agree to pay H2H the amount that is due in 30 days from the invoice date. For specialty services and non-recurring services, we will issue an invoice immediately upon completion of Services and you agree to pay H2H within ten days of the billing date. Late payments will incur interest at a rate of 1.5% per month or the maximum amount legally chargeable (a minimum of \$20 will be charged as a late fee). If you have any invoices over 60 days past due your services will be suspended till past invoice are brought current.
3. Services will only be provided on the following days if it is explicitly indicated on the Federal Holiday Work Schedule as an “included” service day. If Services are performed on a Federal Holiday that is not included as an included service day then an additional charge of 2X the imputed daily rate will be charged in the next invoice. These days include: New Year’s Day, Good Friday, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. All charges for Services on included days that are Federal Holidays are included on a pro-rated basis in the monthly fee.
4. The individual signing below on your behalf is your duly authorized representative. If he or she is not so authorized, the undersigned signatory shall be individually responsible for all obligations hereunder. If you plan to discontinue services H2H ask customer to submit a notice via letter and/or email within 30 days of request.

Client initial: _____



Our Agreement

This agreement is made between **H2H Facility Services** and Village of Pittsford becomes effective on the later of the service start date of client signature date indicated below:

CLIENT agrees to abide by the Terms and Conditions as attached.

H2H- Will provide cleaning solution and all other supplies to complete the service

CLIENT: will provide all toiletries and garbage bags

Service Provided: 1 day a week cleaning

Monthly PRICE: 225.00 plus tax

Service Start Date: to be determined

Client Legal Name: Village of Pittsford

Service location Address: 21 North Main Street Pittsford Ny 14534

Client	H2H Facility Services
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

This proposal assumes that if it is granted, all parties will work together to maintain a mutually agreeable service solution. We reserve the right to withdraw this proposal if it is not accepted within 30 days.

Federal Holiday Schedule

Work Schedule for National Holidays

Frequency



New Year's Day

Not Included



Martin Luther King Jr. Birthday

Not included



Washington's Birthday

Included



Memorial Day

Not Included



Labor Day

Not Included



Columbus Day

Included



Veterans Day

Included



Thanksgiving Day

Not Included



Christmas Day

Not Included



4th Of July

Not Included



Other Specialty jobs can be performed...

We can accommodate any of your building maintenance needs, including but not limited to:

- Post Construction
- Trip and Wax Service
- Initial Deep impact clean
- Full Restaurant/Kitchen Services
- Move-in /Move-out cleaning
- Seasonal cleaning
- Recurring Cleaning Services
- Restroom and break room supplies
- Carpet Shampooing
- Window Cleaning
- Scrubbing/Buffering Floors
- Apartment turnover services

We strongly recommend a customized floor care program be implemented, including carpet care and hard floor care services, to maintain the appearance of your floors and prevent premature, unnecessary replacement of floor coverings.

All estimates for floor care services are based on current labor and supply costs. It is assumed that all heavy articles customer wishes floor services performed under will be removed by customer prior to commencement of floor care service and replaced by customer following completion of service.

2024 West Henrietta Rd Suite 2A Rochester, NY 14626
Office Phone: (585)453-8060 Office Fax: (585)453-8207
Email: Customerservice@h2h-facility-services.com
Website: www.h2h-facility-services.com

Cleaning References

- 1. Village of Brockport/Police station/Department of Parks/ Community center**
49 State St Brockport, NY 14420
Contact: Leslie Ann Morelli
Phone: (585)637-5300x12
Email: lmorelli@brockport.org

- 2. Genesee County (Justice for Children)**
304 East Main Street
Batavia, New York 14020
(p) (585) 344-2550 ext. 3877
contact: Theresa Roth
Email: theresa.asmus-roth@co.genesee.ny.us

- 3. Rochester Psychiatric Center**
Asst Director, John L. Norris Addiction Treatment Center
1111 Elmwood Ave.
Rochester NY 14620
Phone: (585)461-0410
Email Jason.Goldwasser@oasas.ny.gov

- 4. City of Syracuse**
223 East Washington Street. Room 221
Syracuse, NY 13202
Contact: Stacy Jennis
Phone: (315)448-8453

- 5. Antioch Baptist Church**
304 Joseph Ave
Rochester, NY 14605
Contact: Deacon Jones
Email: hjones1204@gmail.com
Phone: (585)615-7080

- 6. Mastodon Design**
55 Science Parkway
Rochester, NY 14620
Contact: Nicole Mccool
Phone: (585)794-1831
mccool@mastodondesign.com

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Office Phone: (585)453-8060 Office Fax: (585)453-8207
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Website: www.h2h-facility-services.com



Referral Discounts

To thank you for your loyalty and dedication we have 2 referral discounts options

1) For Each customer you refer you will receive a \$50 gift certificate

2) If you refer 2 or more customers you will receive 2% discount on your recurring services for the duration.

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Website: www.h2h-facility-services.com



STATEMENT OF WORK: Restrooms (3)

Description of Work Element:

Frequency:



Clean & disinfect counter tops, sinks, toilets, toilet seats/urinals.

Weekly



Clean & disinfect all dispensers, fixtures, door (both sides) handles, light switches and mirrors.

Weekly



Empty, clean and sanitize trash receptacles.

Weekly



Spot clean wall tiles underneath the hand dryer machines

Weekly



Sweep and thoroughly mop floor

Weekly



Clean Baseboards

Weekly



Wash tile behind toilets and wash walls

Weekly

Special Request:

STATEMENT OF WORK: Meeting Rooms

Description of Work Element:

Frequency:



Vacuum/ Sweep/Mop

Weekly



Clean Vents

Monthly



Remove Garbage/Recycle

Daily



Dust Windowsills

Monthly



Push in chairs, straighten tables

Daily



Dust the Baseboards

Monthly



Dust the Ceiling Fan

Monthly









Clean Window Blinds

Monthly







Special Request: Move chair around to Sweep and Mop Underneath

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Email: Customerservice@h2h-facility-services.com
Website: www.h2h-facility-services.com

STATEMENT OF WORK: Office Area/Hallways

Description of Work Element:	Frequency:
 Remove Trash/Recycle	Weekly
 Clean Baseboards	Weekly
 Wipe around garbage walls	Weekly
 Wipe Desks	If Able to
 Vacuum	Weekly
 Clean Window Blinds	Monthly

STATEMENT OF WORK: Kitchen/Breakroom

Description of Work Element:	Frequency:
 Sweep and mop floors	Weekly
 Empty Garbage / Recycle and replace liners	Weekly
 Clean and disinfect all tables, chairs, counters	Weekly
 Clean Sink	Weekly
 Clean Walls behind Garbage	Weekly
 Wipe Tops and sides of Garbage Cans	Weekly

2024 West Henrietta Rd Suite 2A Rochester, NY 14626
 Office Phone: (585)453-8060 Office Fax: (585)453-8207
 Email: Customerservice@h2h-facility-services.com
 Website: www.h2h-facility-services.com



Special Request:

STATEMENT OF WORK: Lobby

Description of Work Element:

Frequency:



Clean All Class Windows

Weekly



Wipe baseboards

Weekly



Vacuum Runner

Weekly



Sweep/Mop the Stairs

Weekly

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