

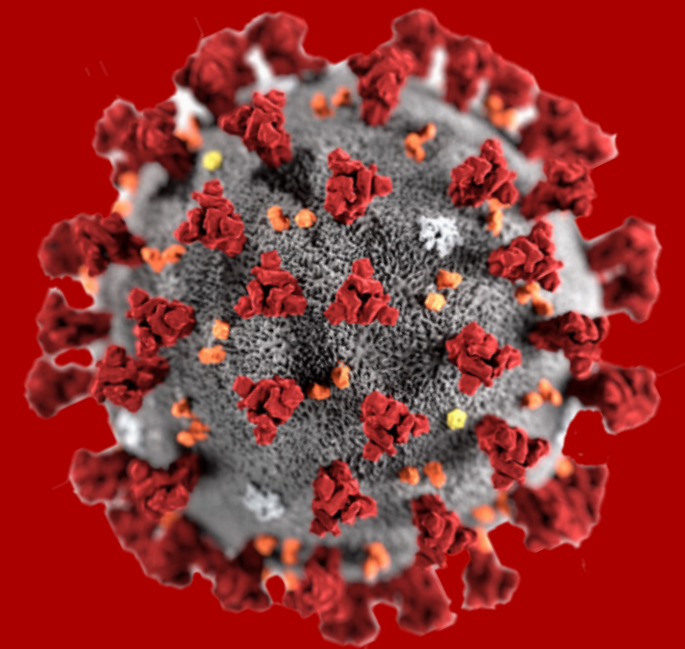
**PLANNED COMPANIES**

**SOLUTIONS**

**FOR COVID-19**

**DISINFECTION**

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## A Note From Our CEO, Robert Francis

As the CEO of Planned Companies, as a father, a son and a member of the industry & our community, I feel the anxiety and gravity of this time. Personally & professionally, we must do our part to make a tangible and positive difference in the lives of our clients, associates, friends and families.

We at Planned continue to take on our responsibility to provide the necessary and appropriate supplies, equipment and professionally trained associates to address and mitigate the spread of the COVID-19 virus. Up-to-date information on CDC guidelines and prevention best practices can be found on a new section of our website:

[www.PlannedCompanies.com/COVID-19](http://www.PlannedCompanies.com/COVID-19).

Our goal is to educate and inform our clients, our employees and the industry. In addition, we've added new key service offerings to help our clients prepare to re-open when it's safe to do so.

We are all in this together I wish everyone safety & good health,

Rob

## Solutions for COVID-19 Disinfection

1. Electrostatic Disinfecting

2. Cleaning and  
Electrostatic Disinfecting

3. Cleaning and Disinfecting

4. Cleaning, Disinfecting and  
Electrostatic Disinfecting

Visit our COVID-19 Resource Page

[PlannedCompanies.com/COVID-19](http://PlannedCompanies.com/COVID-19)



## Planned Companies HQ

150 Smith Road

Parsippany, NJ 07054

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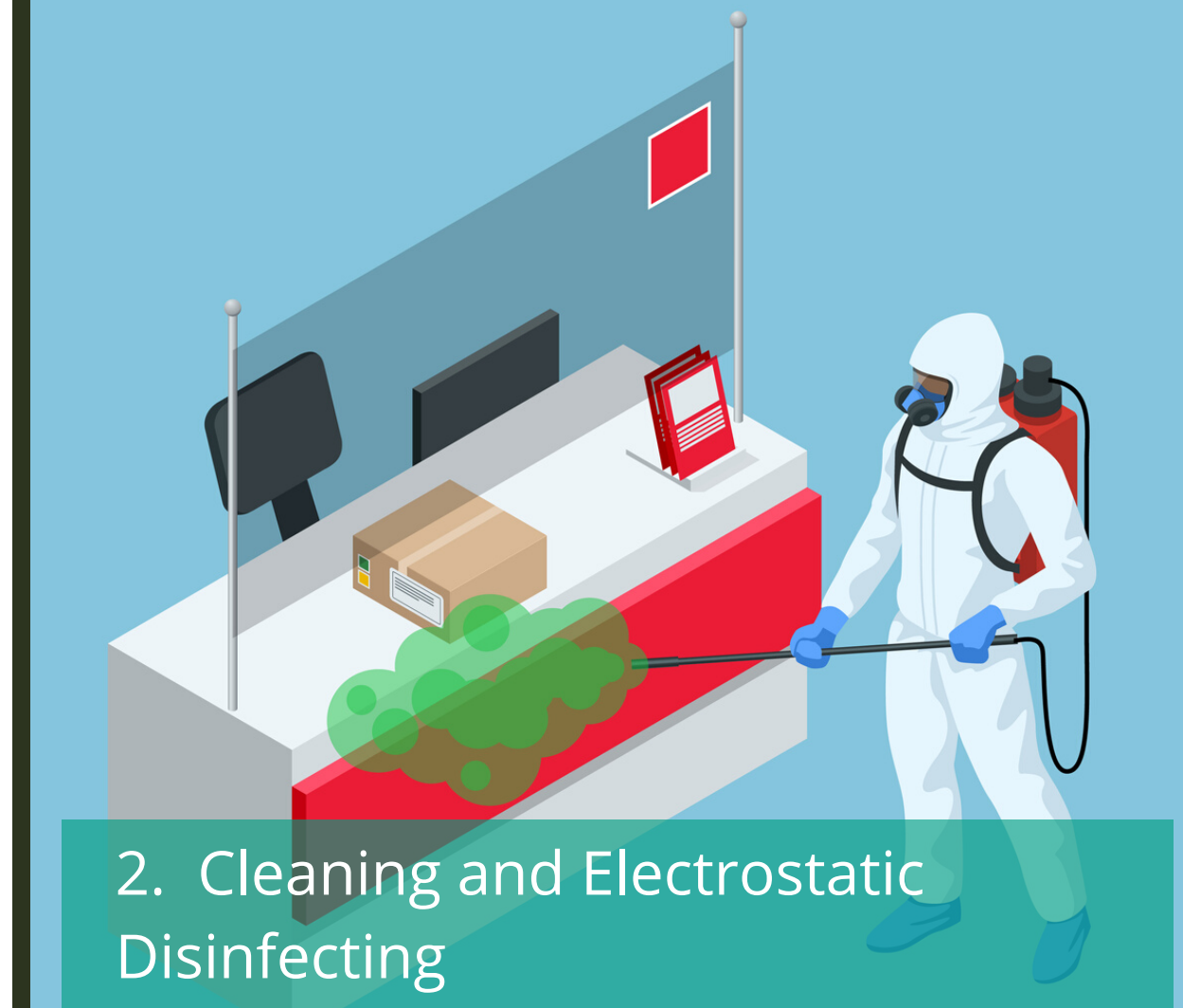
PlannedCompanies.com

888-706-8600

- Janitorial Services
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- Security Guards
- Building Maintenance



1. Electrostatic Disinfecting



2. Cleaning and Electrostatic Disinfecting



3. Cleaning and Disinfecting



4. Cleaning, Disinfecting and Electrostatic Disinfecting

## ELECTROSTATIC DISINFECTING

Electrostatic cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Electrostatic spray uses a disinfectant solution that is combined with air and atomized by an electrode inside the sprayer. This positively charges particles so that they aggressively adhere to surfaces and objects, clinging to and fully coating any surface that they are aimed at, including hard to reach places, thus applying chemicals in a more efficient, controlled manner and maximizing coverage of disinfectants. This makes electrostatic spraying an effective method of neutralizing contaminants including bacteria, viruses and other blood-borne pathogens, such as influenza and COVID-19.

*Note: For this service the client is responsible to make sure all areas are dust and residue free to ensure effectiveness of electrostatic spraying.*



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## ELECTROSTATIC DISINFECTING SCOPE OF WORK

- Planned Companies will provide all necessary labor and materials, including electrostatic spraying machines, to perform our obligations as set forth in this service agreement.
- Our team of trained professionals will arrive at your property with all necessary personal protective equipment (PPE) to safely and securely perform the disinfecting services requested.
- All equipment used by our teams is disinfected prior to transport to client site and immediately upon service completion before leaving, preventing cross contamination between sites.
- Note: In order for electrostatic disinfecting to be effective, all surfaces must be adequately pre-cleaned to ensure there is no dust, debris or residue that may interfere with the disinfectant mist's ability to adhere to surfaces.
- Once our team has verified that the areas have been adequately prepped and pre-cleaned by property staff, they can begin the process of electrostatic spraying.

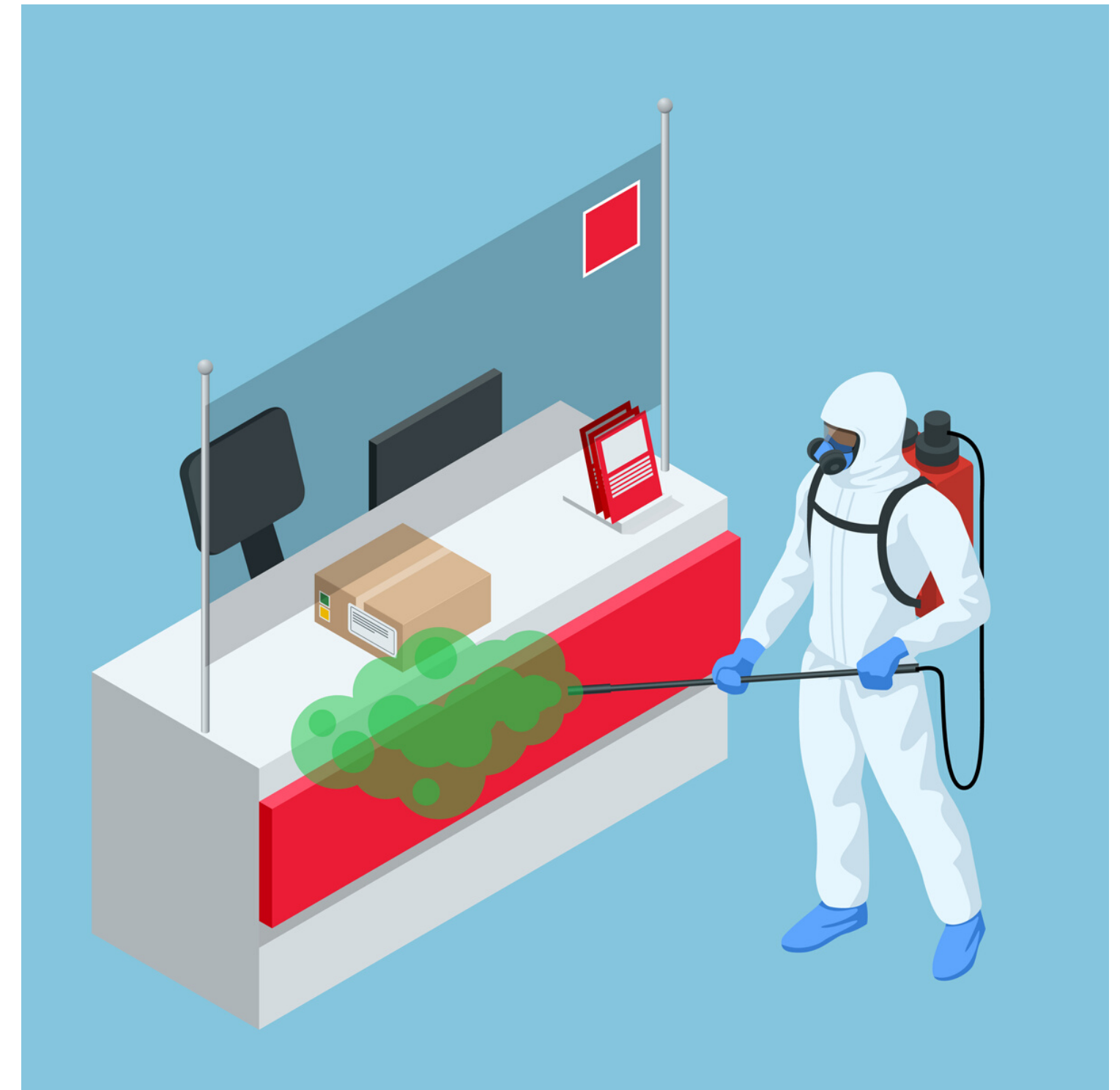
- The electrostatic spraying machines use a CDC approved virucide to effectively eradicate all contaminants in vicinity of the service.
- Our associates will spray all areas of a desired space, spraying high to low and left to right, until all areas are covered in disinfectant mist. The nature of the mist allows it to coat surfaces evenly and envelope objects, even if the mist is only sprayed from one side, tackling all of the hard to reach areas such as crevices, corners or awkwardly shaped objects.
- As our associates proceed through the room, we will ensure the mist is within reach of areas including, but not limited to:
  - Ceiling Vents
  - Walls, if they are water resistant
  - Horizontal/Vertical Surfaces
  - Floors
  - Fixtures
  - Elevator Buttons (if applicable)
  - Tables, Desks, & Chairs
- Once our teams have adequately provided disinfectant to all desired areas, they will properly dispose of all contaminated supplies and materials, including PPE, before closing off the space to allow ample time for the disinfectant to seep into surfaces and eradicate contaminants.
- We will provide all management and oversight of site associates, ensuring quality control over all aspects of your disinfection services.
- Operations Manager or Site Supervisor will contact Property Manager once services are completed to discuss preventative measure options to ensure disinfecting is maintained moving forward.

### CLEANING & ELECTROSTATIC DISINFECTING

We will provide the necessary labor and cleaning materials to properly prep for the electrostatic spraying.

Our professionals will first clean your space with a spray and wipe cleaning methodology, ensuring that all dust, dirt, grime and debris are removed from the areas to be disinfected. After cleaning has been completed, our team will commence electrostatic disinfecting to tackle all desired areas including hard to reach spots such as crevices, corners or awkwardly shaped objects.

The nature of the mist allows it to coat surfaces evenly and envelope objects, even if the mist is only sprayed from one side, effectively eradicating contaminants.



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## CLEANING & ELECTROSTATIC DISINFECTING SCOPE OF WORK

- Planned Companies will provide all necessary labor and materials, including electrostatic spraying machines and cleaning supplies, to perform our obligations as set forth in this service agreement.
- Our team of trained professionals will arrive at your property with all necessary personal protective equipment (PPE) to safely and securely perform the cleaning and disinfecting services requested.
- All materials and equipment used by our teams are disinfected prior to transport to client site and immediately upon service completion before leaving, preventing cross contamination between sites.
- Our team will use appropriate cleaning supplies and equipment to perform high and low dusting of horizontal and vertical surfaces.
- We will then wipe down all surfaces using microfiber cloths, focusing on all areas within reach such as cabinets, desks, chairs, tables, workstations, etc. in order to prepare site for electrostatic spraying services.
- After wiping all surfaces clean, we will vacuum, sweep and mop all applicable flooring
- Once our team has adequately pre-cleaned all areas and ensured no dust, dirt or debris remains, we will commence electrostatic spraying of disinfectant. The electrostatic spraying machines use a CDC approved virucide to effectively eradicate all contaminants in vicinity of the service.

- Our associates will spray all areas of a desired space, going high to low and left to right, until all areas are covered in disinfectant mist. The nature of the mist allows it to coat surfaces evenly, and envelope objects, even if the mist is only sprayed from one side, tackling all of the hard to reach areas such as crevices, corners, or awkwardly shaped objects.
- As our associates proceed through the room, we will ensure the mist is within reach of areas including high-touch-surfaces including, but not limited to:
  - Ceiling vents (if within reach)
  - Walls, if they are water resistant
  - Horizontal/vertical surfaces
  - Floors
  - Fixtures
  - Elevator buttons
  - Tables, desks, & chairs
- Once our teams have adequately provided disinfectant to all desired areas, they will properly dispose of all contaminated supplies and materials, including PPE, before closing off the space to allow ample time for the disinfectant to seep into surfaces and eradicate contaminants.
- We will provide all management and oversight of site associates, ensuring quality control over all aspects of your disinfection services
- Operations Manager or Site Supervisor will contact Property Manager once services are completed to discuss preventative measure options to ensure disinfecting is maintained moving forward.

## CLEANING & DISINFECTING

Our professionals will first clean your space with a spray and wipe cleaning methodology, ensuring that all dust, dirt, grime and debris are removed from surfaces within reach.

Once the space has been pre-cleaned by our team, they will disinfect areas using a CDC approved disinfectant. Our professionals are properly trained on specific dwell or “kill times”, which are the required time guidelines that a disinfectant must remain wet on a surface in order to effectively neutralize all contaminants.

Once the specified time has passed, we will wipe down the surfaces in order to ensure the entire area is disinfected prior to disposal of materials and PPE.



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## CLEANING & DISINFECTING SCOPE OF WORK

- Planned Companies will provide all necessary labor and materials, including cleaning and disinfecting chemicals, supplies and equipment, to perform our obligations as set forth in this service agreement.
- Our team of trained professionals will arrive at your property with all necessary personal protective equipment (PPE) to safely and securely perform the cleaning and disinfecting services requested.
- All materials and equipment used by our teams are disinfected prior to transport to client site, and immediately upon service completion before leaving, preventing cross contamination between sites.
- Our team will begin by using appropriate cleaning supplies and equipment to perform high and low dusting of horizontal and vertical surfaces.
- We will then wipe down all surfaces using microfiber cloths, focusing on all areas within reach such as cabinets, desks, chairs, tables, workstations, etc. in order to prepare site for disinfecting services.
- After wiping all surfaces clean, we will vacuum, sweep and mop all applicable flooring.
- Once our team has adequately pre-cleaned all areas and ensured no dust, dirt or debris remains, we will commence disinfecting.
- When disinfecting, our teams will use the same methodology used for cleaning, working from top to bottom, from the cleanest surfaces to dirtiest, and from the farthest corners to the exit door.

- Our associates will utilize various CDC approved disinfectants including wipes, taking note to respect specific dwell times, ensuring the areas are enveloped in the disinfectant long enough for all contaminants to be eradicated before wiping down. Please note that these dwell times may vary widely from product to product, so our teams undergo in depth training to familiarize themselves with all applicable disinfectants.
- While disinfecting, we will focus on areas including but not limited to:
  - Workstations/Offices: All surfaces such as desktops, keyboards, telephones, cabinets, handles, armchairs, light switches and surrounding wall, door handles, trash receptacles, and any other surfaces that might have been touched by users.
  - Lunch Areas: All surfaces such as tables, countertops, chairs, condiment areas, appliances, walls, trash receptacles and any other surfaces that might have been touched by users.
  - Other Common Areas: All surfaces such as tables, countertops, doors, door handles, waiting rooms, elevators, elevator buttons, stairwells, floors, nearby walls and any other surfaces that might have been touched by users.
  - Restrooms: All surfaces such as fixtures, toilets, urinals, sinks, showers, countertops, dispenser handles, door handles, faucets and any other surfaces frequently touched by users.
- Once our teams have adequately provided disinfectant to all desired areas, they will properly dispose of all contaminated supplies and materials, including PPE, before closing off the space.
- We will provide all management and oversight of site associates, ensuring quality control over all aspects of your disinfection services.
- Operations Manager or Site Supervisor will contact Property Manager once services are completed to discuss preventative measure options to ensure disinfecting is maintained moving forward.

## CLEANING, DISINFECTING & ELECTROSTATIC DISINFECTING

We recommend a combination of cleaning, disinfecting and electrostatic spraying in order to maximize coverage and have the highest effectiveness in killing bacteria and viruses. We will first clean your space with a spray and wipe cleaning methodology, ensuring that all dust, dirt, grime and debris are removed from surfaces within reach.

Once the space has been pre-cleaned by our team, they will disinfect using a CDC approved disinfectant. Once the disinfectant has had ample time to dwell and kill the contaminants, our cleaners will wipe down the areas before beginning the process of electrostatic spraying to tackle all of the hard to reach areas such as crevices, corners or awkwardly shaped objects. The nature of the mist allows it to coat surfaces evenly and envelope objects - even if the mist is only sprayed from one side.

After servicing our associates will dispose of any contaminated materials and PPE before closing off the space to prevent further entry while the chemicals seep into all crevices and surfaces to disinfect.



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## CLEANING & DISINFECTING SCOPE OF WORK

- Planned Companies will provide all necessary labor and materials, including electrostatic spraying machines, cleaning and disinfecting chemicals, supplies and equipment to perform our obligations as set forth in this service agreement.
- Our team of trained professionals will arrive at your property with all necessary personal protective equipment (PPE) to safely and securely perform the cleaning and disinfecting services requested.
- All materials used by our teams are disinfected prior to transport to client site and immediately upon service completion before leaving, preventing cross contamination between sites.
- Our team will begin by using appropriate cleaning supplies and equipment to perform high and low dusting of horizontal and vertical surfaces.
- We will then wipe down all surfaces using microfiber cloths, focusing on all areas within reach such as cabinets, desks, chairs, tables, workstations, etc. in order to prepare site for disinfecting services.
- After wiping all surfaces clean, we will vacuum, sweep and mop all applicable flooring.
- Once our team has adequately pre-cleaned all areas and ensured no dust, dirt or debris remains, we will commence disinfecting services.
- When disinfecting, our teams will use the same methodology used for cleaning, working from top to bottom, from the cleanest surfaces to dirtiest and from the farthest corners to the exit door.

- Our associates will utilize various CDC approved disinfectants including wipes, taking note to respect specific dwell times, ensuring the areas are enveloped in the disinfectant long enough for all contaminants to be eradicated before wiping down. Please note that these dwell times may vary widely from product to product, so our teams undergo in depth training to familiarize themselves with all applicable disinfectants.
- While disinfecting we will focus on areas including but not limited to:
  - Workstations/Offices: All surfaces such as desktops, keyboards, telephones, cabinets, handles, armchairs, light switches and wall around it, door handles, trash receptacles, and any other surfaces that might have been touched by users.
  - Lunch Areas: All surfaces such as tables, countertops, chairs, condiment areas, appliances, walls, trash receptacles, and any other surfaces that might have been touched by users.
  - Other Common Areas: All surfaces such as tables, countertops, doors, door handles, waiting rooms, elevators, elevator buttons, stairwells, floors, nearby walls, and any other surfaces that might have been touched by users.
  - Restrooms: All surfaces such as fixtures, toilets, urinals, sinks, showers, countertops, dispenser handles, door handles, faucets, and any other surfaces frequently touched by users.
- Once our team has adequately disinfected by hand, we will commence electrostatic disinfecting services. The electrostatic spraying machines use a CDC approved virucide to effectively eradicate all contaminants in vicinity of the service.

## 4. Cleaning, Disinfecting and Electrostatic Disinfecting

- Our associates will spray all areas of a desired space, working from high to low and left to right, until all areas are covered in disinfectant mist. The nature of the mist allows it to coat surfaces evenly and envelope objects, even if the mist is only sprayed from one side, tackling all of the hard to reach areas such as crevices, corners or awkwardly shaped objects.
- As our associates proceed through the room, we will ensure the mist is within reach of areas including, but not limited to:
  - Ceiling Vents
  - Walls, if they are Water Resistant
  - Horizontal/Vertical Surfaces
  - Floors
  - Fixtures
  - Elevator buttons
  - Tables, Desks, & Chairs
- Once our teams have adequately provided disinfectant to all desired areas, they will properly dispose of all contaminated supplies and materials, including PPE, before closing off the space to allow ample time for the disinfectant to seep into surfaces and eradicate contaminants.
- We will provide all management and oversight of site associates, ensuring quality control over all aspects of your disinfection services.
- Operations Manager or Site Supervisor will contact Property Manager once services are completed to discuss preventative measure options to ensure disinfecting is maintained moving forward.



## Did You Know?

While cleaning, sanitizing and disinfecting may sometimes be perceived as interchangeable verbs, there are distinct differences between these methods and thus their effectiveness, that you should be aware of. This will ensure that you are utilizing the proper method for your property's specific needs:

**Cleaning** *removes* germs, dirt and impurities from surfaces or objects.

Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them it lowers their numbers and the risk of spreading infection.

**Sanitizing** *lowers* the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

**Disinfecting** *kills* germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects, including bacteria, viruses or other contaminants. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further reduce the risk of spreading infection.

*Note: In order to disinfect you must (1) Clean, and then (2) Disinfect.*

*Planned Companies also provides industry-leading, accountable, customer-service oriented maintenance, front-desk/concierge and security services to commercial and residential properties throughout our # markets. Throughout this pandemic, guidelines for all aspects of property management are constantly changing and we're here to help you with any and all preparations needed to safely reopen your property or community.*

## Why Planned?

We have over 120 years of experience delivering unparalleled consistency, accountability, and quality.

Planned Companies has a full time team of in-house recruiters who utilize our I-PLAN recruiting methodology designed to hire people who possess the required skill sets.

Our ongoing training programs are developed to make our associates more productive and reliable than our competition.

Management is trained to deliver professional oversight & supervision to all field associates, ensuring our clients receive the highest quality service.

