



INDEPENDENT CLEANING SERVICE 2018 CHECKLIST

- _____ **Independent Cleaning Service Agreement Form-** Signed agreement to comply with all rules

- _____ **Current Employee List w/ picture ID-** To Include Independent Contractors, employees, and **ALL** authorized personnel. Access will be denied to anyone not listed

- _____ **Indemnity Agreement-** Owner(s) of Company & ALL Independent Contractors must complete this agreement and have it notarized before turning it in to The Whaler AOA0 (*if not already on-file*)

- _____ **Copy of GET License** (*if not already on-file*)

- _____ **Liability Insurance w/ The Whaler AOA0 as additional insured-** Company as well as **ALL** Independent Contractors hired by the company must provide Certificate of Insurance

- _____ **Auto Insurance-** Proof of Insurance for automobile used to conduct business

- _____ **Workmen's Comp-** Per Hawaii State Law, Company must have Workman's Compensation Insurance for their employees

- _____ **List of all chemicals and related MSDS-** To comply with OSHA requirements



Independent Cleaning Service Agreement Form

1. Company Name: _____ Telephone: _____

2. Address: _____ Fax Number: _____

3. Contact person: _____ Off Hour Phone: _____

4. Email Address: _____

Unit(s) Serviced: _____

(Very Important! Please update the AOA office when there are changes)

The following information must be kept current, and on file in the AOA Office:

- A. Employee & Independent Contractor List
- B. An Indemnity Agreement between contractor and the AOA
- C. Copy of GET License
- D. Copy of Liability Insurance (The Whaler AOA as additional insured), Workers' Compensation Insurance (Cleaning Services with employees) and Auto Insurance (covering all cars brought on the property to conduct business)
- E. A list of chemicals being used

Guidelines for Independent Cleaning Services at The Whaler:

- 1. Standard working hours are 8am to 5pm. Housekeepers may park in the garage during 9:00am – 3:30pm, and will be asked to move to the overflow parking after 3:30pm. Parking at the Overflow Parking lot during all other hours is based on a first come, first serve basis. If a Housekeeper needs to be at the Whaler after 5pm, Housekeeper shall notify Security.
- 2. Security shall issue keys to Housekeepers at the Security office in Tower 2 at the request of an Owner, Rental Agent or Housekeeper, provided the Rental Agent/Housekeeper is valid for one day only, and may be issued to a Housekeeper at the Front Desk on an infrequent and exception basis only.

3. Housekeepers shall dress appropriately for a Deluxe Condominium Resort. Shoes are required. Identification tag (name of Maid Service and individual) is required. All housekeepers representing a company shall dress similarly.
4. Per OSHA & HIOSH Standards: All chemicals used on property must be dispensed from appropriately labeled containers at all times. Only chemicals that are listed on the contractor's MSCS sheets will be permitted on the property. Security shall have the right to inspect Housekeeper's chemicals for compliance.
5. Housekeepers shall only use standard industry accepted carts appropriate for a Deluxe Condominium Resort. Such carts shall be clean and in good working condition. No shopping carts shall be permitted.
6. Refuse must be properly contained at all times and shall never be placed in the common area. If it is to be accumulated for one trip to the trash, it must be accumulated inside the apartment.
7. Clean linen shall not be stored in any common area. Dirty linen shall be properly contained at all times and removed from common areas as soon as possible. It is permissible to place dirty linens in the hall, for a short period of time while the final cleaning of the condo is performed, so long as the linen is not blocking the hall. At no other time shall linen be permitted to be stored in any common area, except inside a vehicle in the garage (not on the pavement next to the vehicle, vehicle roof, vehicle hood, etc.).
8. AOA shopping carts are for the use Owners and guests. They are not to be used by any Housekeeper at any time for any reason, even if directed by an Owner.
9. Housekeepers without a car waiting to be picked-up at the Whaler may wait for their ride and be picked up at the loading dock in Tower 2. Housekeepers may not wait or be picked up anywhere else at the Whaler.
10. Security shall cite Housekeepers and advise the Operations Committee of violations of these Guidelines. Repeated violations shall result in Operations Committee barring the maid service/ housekeeper from the Whaler.

I agree to provide the AOA with the documents requested and will abide by the Guidelines. I understand and agree that it is my responsibility to ensure that all individuals representing me and/or my company follow the Guidelines. Furthermore, I understand and agree that failure to provide the documents or abide by the Guidelines shall be a valid reason to prohibit my company from the Whaler.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

AOAO Approval: _____ Date: _____



Independent Cleaning Service Employee List

The Association requires that all Independent Cleaning Companies provide the AOA with certificates of commercial liability insurance according to the limits provided in the Independent Cleaning Companies 'Indemnity Agreement', listing the AOA and Managing Agent as additionally insured. Workers Compensation insurance must also be provided for any employees of the Independent Cleaning Company. If you hire 'Independent Contractors' to perform cleaning services on your behalf at The Whaler, then the Independent Contractor must also comply with requirements of an Independent Cleaning Company at The Whaler, which includes, but are not limited to the following:

- 1) Independent Cleaning Service Agreement Form
- 2) Indemnity Agreement
- 3) Liability Insurance & All Applicable Insurance Requirements
- 4) List of all chemicals used

Independent Cleaning Service Name: _____

Print names of all authorized personnel	Indicate title: (i.e. owner, employee, independent contractor)

(If you have more personnel, please list on a separate sheet.)

I understand that only the employees listed above are authorized to work on my behalf at The Whaler on Ka'anapali Beach. **Any revisions to the above list shall be provided to the AOA.** Should I hire any Independent Contractors to perform cleaning services on my behalf, I shall provide a list to the AOA and will require that they fulfill the requirements of an Independent Cleaning Company as listed above.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

AOAO Approval: _____ Date: _____