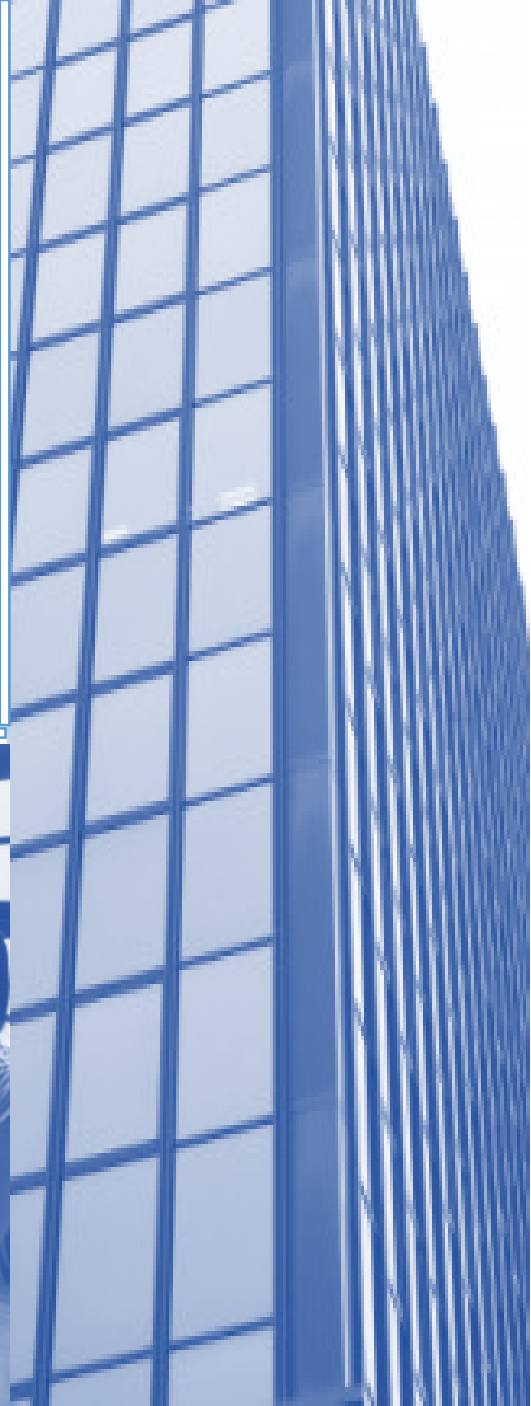


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EDUCATIONAL TRAINING MATERIALS



BUILDING SERVICE WORKER This Training Manual is our best seller and has been used to certify Custodial staff and students since 2001. This updated version will cover such topics as: Anti-viral cleaning, Hard Floor Restoration, Restroom Cleaning and Carpet Care. Three fill-in assignments are also included along with a six-page glossary. This manual is used in the Building Cleaning course \$60.00 (Bound Copy) \$35.00 (PDF – Read-only)



OPERATING A CONTACT CLEANING BUSINESS This comprehensive training manual share the steps needed to start your own cleaning business. Topics include: Business Startup, Sales and Marketing, Steps on how to Bid and Estimate and Quality Control. This Manual also includes: Cleaning Times, Contract Template, Bidding Worksheet, and Inspection Form Template. \$75.00 (Bound Copy) \$60.00 (PDF – Read-only)



JANITORIAL SALES This Training Manual is the companion to “Operating a Cleaning Business”. Learn the secrets to selling Janitorial Contracts. Topics include: Finding the Right Client, The First Meeting, The Proposal, Closing the Deal, Eight Ways to Increase Profits and Ten Questions to Ask Your Prospects. A Bid Work Sheet, Detailed Contract, Work schedule and a Review Quiz is also included. \$60.00 (Bound Copy) \$45.00 (PDF – Read-only)



HEALTHCARE CLEANING AND SANITATION This Training Manual is for those looking for a career in a housekeeping Department of a Healthcare Facility. Topics include: Theory of Infectious Cleaning, Body Substance Isolation, Cleaning an Occupied Patient Room, Cleaning an Operating Room, Cleaning a Discharge Room as well as Institutional Laundry Services. Sample Duty List are also included. \$60.00 (Bound Copy) \$35.00 (PDF – Read-only)



BUILDING MANAGER TRAINING

This

Training Manual is for those who want a career in Residential Management. Topics include: Facility Maintenance, Risk Management and Safety, Waste and Grounds Management and Time Management & Conflict Resolution. Also included: Questions to Determine if this Industry is Right for You, Hours for Cleaning Schedule, Manager Responsibilities and APPA Cleaning Standards. \$60.00 (Bound Copy) \$35.00 (PDF – Read-only)



DIETARY AIDE TRAINING

This Training

Manual is for those who want a career in a Healthcare Food Service environment. Topics include: Food Handling Safety, Kitchen Equipment & Hand Tools, Cooking and Serving methods, Nutrition & Hospitality Dietary and Resident Dietary Care. Also includes a seven-page Glossary of Cooking Terms \$60.00 (Bound Copy) \$35.00 (PDF – Read-only)



THE NEW “JANITORIAL SALES ESTIMATOR”

This Estimator is a “must have” for anyone bidding on commercial cleaning contracts. It allows users to cost various aspects of contract considerations quickly and easily. Easily calculate labour, materials, incidentals, and profit with just a few clicks. Also includes: a Fill-in Building Survey Form, Fill-in Cleaning Contract, Minute / Decimal Conversation Table (PDF) and Tips on bidding & Estimating (PDF)

- Fully customizable
- An essential tool for contract bidding
- Easily calculate profit margins

\$125.00 (CD or USB) *PC with Excel only*



FINDING THE CLIENT

This DVD Training

Video explores the three steps needed to find the client for your cleaning business. Topics include: The type of services you may offer, How to Contact the Client and the Type of Marketing Materials needed. This video is aimed at those cleaning businesses that are just starting out in this industry. Includes a recorded workshop by Barry Dallas on this topic. Running time (00:16:42) \$50.00 (Also available on USB)



JANITORIAL SUPERVISION

This Training Manual is for those who want a career as a Janitorial Supervisor in Commercial, Health Care or Institutional Facilities. Topics include: Responsibilities and Duties of a Cleaning Supervisor, protecting your Employees Health and Safety, Conducting Cleaning Inspections and Audits and Motivating Employees for Better Productivity. Also includes Case studies. \$60.00 (Bound Copy) \$35.00 (PDF – Read-only)

(All costs include GST and postage within Canada – Please inquire about U.S. & international rates)

SUNDOWN ZOOM CLASSES

BUILDING SERVICE WORKER – Learn all aspects of the cleaning industry in this Zoom class, which covers Cleaning and Sanitation techniques updated for COVID, Floor Care Procedures, Window Cleaning, Washroom Cleaning, Carpet Cleaning, and more. WHMIS certification is included.

Total Hours: 30

Class Times: Monday – Friday / 6:00 pm – 9:00 pm or hours suited to you

Cost: \$ 525.00 – Includes GST - Student Manual and Course Certificates.

OPERATING A CONTRACT CLEANING BUSINESS – Are you interested in starting your own successful cleaning business and earning the income you deserve? Join our Zoom class to learn everything you need to know, including setting up your business, financing, business planning, sales and marketing, creating proposals, bidding and estimating, and quality control. Our comprehensive course will equip you with the knowledge and skills you need to succeed in the cleaning industry.

Total Hours: 15

Class Times: Monday – Friday / 6:00 pm – 9:00 pm or hours suited to you

Cost: \$ 315.00 – Includes GST - Student Manual and Course Certificate.

BUILDING CARETAKING – Learn how to manage residential properties through comprehensive Zoom classes that cover Facility Maintenance, The Residential Tenancy Act, Waste Management, Budget Procedures & Controls, Time Management, Conflict & Resolution.

Total Hours: 30

Class Times: Monday – Friday / 6:00 pm – 9:00 pm or hours suited to you

Cost: \$ 525.00 – Includes GST - Student Manual and Course Certificate.



WHMIS 2015 - Learn about Health and Safety Regulations from WorkSafe BC in this Zoom class. Topics include Labelling and Classification, Safety Data Sheets, Education, and Training. Video presentations are included.

Total Hours: 3

Class Times: TBD – Contact to Arrange Class Date and Time/hours suited to you

Cost: \$ 78.75 – Includes GST – Work Safe BC Workbook and Course Certificate.

HEALTH CARE CLEANING – Learn the cleaning techniques used in Hospitals and Health Care Facilities. This Zoom class covers the Theory of Infectious Cleaning, Body Substance Isolation, Cleaning Patient Rooms, and Institutional Laundry. Video presentations are included.

Total Hours: 15

Class Times: Monday – Friday / 6:00 pm – 9:00 pm or hours suited to you

Cost: \$ 315.00 – Includes GST - Student Manual and Course Certificate.

BUILDING SERVICE SUPERVISION - If you want to learn how to manage and supervise a cleaning crew, you should consider enrolling in this Zoom class. The class covers topics such as the responsibilities and duties of a cleaning supervisor, ensuring the health and safety of your employees, conducting cleaning inspections and audits, and motivating employees for better productivity. The class includes video presentations and case studies for a more comprehensive learning experience.

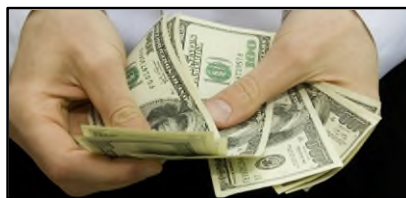
Total Hours: 30

Class Times: Monday – Friday / 6:00 pm – 9:00 pm or hours suited to you

Cost: \$ 525.00 – Includes GST - Student Manual and Course Certificate.

Start Dates: Classes can work around your schedule. Start anytime, from anywhere. Contact us when you want to start, and we will schedule the dates. Hours can be daily or weekly, depending on your availability.

Payment Options: (Bank e-Transfer preferred) Bank Draft or Cash to be paid one week before the class date. bank e-transfer payment sent to: Sundown Consulting Services Ltd. via email to bdallas@telus.net. Regular mail is to be sent to the address below.



No receipts will be provided for e-transfers.



FOR ALL ENQUIRIES:

CONTACT:

Barry Dallas
Tel: 604 – 465 – 7523
Email: bdallas@telus.net



COMPANY ADDRESS:

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Maple Ridge, BC
V2X 0T5
Web: www.sundownconsulting.com

TERMS AND CONDITIONS

Sundown Consulting Services Ltd is not responsible for low bandwidth from your internet provider or any interference caused by Zoom. It is recommended, that all participants update and upgrade their Internet and Zoom application before classes begin. Sundown Consulting Services Ltd. does not guarantee certificates obtained through the courses offered will be recognized by all employers. All courses are non-refundable, and classes will not be altered after the start date.

Instructor Bio

Barry Dallas is the Managing Director of Sundown Consulting Services Ltd. With over 40 years in the cleaning industry, Barry is a certified provincial Instructor (PID) and has been teaching since 2000 and is a member of the International Facility Management Association (IFMA) and a past president of the British Columbia Contract Cleaners Association (BCCCA). Barry is also an instructor of the Building Service Worker & Building Management programs at Vancouver Community College. Barry has also taught in Ontario and various cities in British Columbia. Sundown Consulting Services Ltd. currently runs the Building Service Worker program for both the Burnaby and Coquitlam school boards.



Student Testimonials

“I would like to take this opportunity to thank you for being a great teacher in my BSW Class. I learned a lot and will forever be grateful for sharing your business and cleaning expertise.”

Building Service Worker Student

“I wanted to tell you how much I enjoyed your classes. I looked forward to learning from you every week.”

Building Caretaker Student

“Thank you so much for the information. I wanted to let you know that this is such an amazing course. I am learning so much and enjoy listening to all your experiences in this field.”

Building Caretaking Student

“I wanted to let you know that a month ago, I got a job as a caretaker/ concierge for the Amenities rooms in a building downtown. The Building Caretaking course was so helpful in preparing me for the responsibilities associated with this job.”

Building Caretaking Student

