

## SELECT BUILDING SERVICES OPERATIONS TEAM



### **Carolyn Bauer, General Manager**

Carolyn joined the Select Services team in March 2006 and started the Select Building Services division. She has over 30 years of experience in leadership and management, as well as over 25 years of experience in the construction and building service industry. She brings a depth of knowledge and experience in the janitorial and facility management field. Carolyn's responsibilities include sales, being involved in the day to day management and overall responsibility for the growth and success of this division.



### **Nicol Fetto, Operations/Accounting Manager**

Nicol joined the Select Building Services team in 2011. Nicol has over 10 years of experience in the Janitorial field and 25 years of experience in operations and supervision. Her background and experience is in property management, operations management, supervision, accounting and human resources. Nicol's responsibilities include day-to-day operational management, day shift supervision, accounting supervision, scheduling and customer relations.



### **Kathy Kauffman, Accounting/Administration Specialist**

Kathy joined the Select Building Services team in August 2015. She has a diverse background that includes over 30 years of experience in accounting/billing, client relations, account management, training and recruiting. Kathy's responsibilities include accounts payable and receivable, new hire recruiting, training and orientations as well as day to day administrative responsibilities.



### **Lisa Watt, Operations Supervisor**

Lisa joined the Select Building Services team in March 2006. Lisa has over 20 years of experience in the janitorial field and supervisory experience. Lisa's responsibilities include employee supervision, scheduling, inventory and equipment management.



### **Victor Saez, Floor Specialist**

Victor began his career with Select Building Services in November 2010. Victor has over 13 years of experience in the janitorial field specializing in floor care, stripping, waxing, buffing, carpet shampoo & stain removal and ceramic tile floor care. Victor recently completed specialized training with the Host floor care system.

## OUR TEAM

Select Building Services performs the following pre-employment screening, and requires that all potential employee candidates pass these screenings.

- ✓ Criminal background check
- ✓ Drug screen

Our employees are bonded and insured. Bonding certificate is provided upon request. At all times, they are dressed in company uniforms and wear a visible photo identification badge. We require that each employee signs a confidentiality agreement, which we provide.

## OUR TRAINING

Our employees receiving the following training when they are hired and refresher training on an annual basis:

- ✓ Work force safety training – OSHA approved
- ✓ Blood borne Pathogen procedure training
- ✓ On the job training performed by a supervisor

## OUR PRODUCTS

The products used at your facility will meet the requirements of the JCAHO standards and will be in properly marked containers at all times. Safety Data sheets are provided and kept with the cleaners for each product used at your facility.

## OUR SERVICES

In addition to providing professional cleaning, Select Building Services provides the following services:

- ✓ Floor Care
  - Carpet Shampoo
  - Strip & Wax Vinyl Floors
  - Buff Vinyl Floors
  - Ceramic Tile Floor Care
  - Marble Floor Care
- ✓ Post-construction Cleaning
- ✓ Policing of grounds