

Cleaning proposal checklist

Use one copy per bid: name the company at the top and fill each line from its proposal.

Company _____ Proposal date _____
Building _____ Reviewed by _____

Scope and frequencies

- ☐ Every area listed, storage rooms included
- ☐ An interval beside each task
- ☐ Floor work named: scrubbing, recoating, strip and refinish
- ☐ Carpet extraction named
- ☐ Target month for each periodic job
- ☐ Exterior work you asked about on its own line
- ☐ Requested items that are missing marked

Hours and access

- ☐ Service nights fit your occupied hours
- ☐ Cleaning window with start and finish times
- ☐ Keys, fobs and alarm codes covered
- ☐ Security desk or building sign-in covered

Supplies

- ☐ Paper products, hand soap and can liners: who provides
- ☐ Chemicals and equipment: who provides
- ☐ Storage space on site agreed

Supervision and quality

- ☐ Who supervises the crew
- ☐ How often finished work is inspected
- ☐ How inspection results reach you
- ☐ How a missed task is reported and corrected
- ☐ Cleaners background-checked

Insurance

- ☐ Insurance coverage stated
- ☐ Workers' compensation stated
- ☐ Bonding stated
- ☐ Proof of insurance offered before the start date

Communication and start-up

- ☐ Your contact for day-to-day questions
- ☐ How requests are logged
- ☐ How task list changes are handled
- ☐ Start-up plan: walkthrough, key and alarm handoff
- ☐ First-week checks and a one-month review

Follow-up

- ☐ Blank lines sent back as questions
- ☐ Same questions sent to every bidder

Notes
