Cleaning proposal checklist

Use one copy per bid and tick each line only where the proposal itself answers it.

Company bidding _____ **Proposal date** _____

Reviewed by _____ **Building** _____

Rooms, tasks and frequency

- ☐ Every room on your list is included
- ☐ Each area has a stated frequency
- ☐ Restroom and breakroom tasks spelled out
- ☐ Carpet, floor refinishing and high dusting on separate lines
- ☐ Rooms with house rules named with their procedures
- ☐ Anything left out is listed as left out

Hours and access

- ☐ Cleaning window matches when the building is empty
- ☐ Weekends, holidays and shutdown weeks addressed
- ☐ Keys, badges and alarm codes plan described
- ☐ Site sign-in or orientation steps acknowledged
- ☐ Way to reach the crew during the visit

Supplies and equipment

- ☐ Who provides tissue, towels, soap, sanitizer, seat covers, liners
- ☐ Dispensers supplied, installed or kept as they are
- ☐ Products and machines the crew brings
- ☐ Storage space the crew needs

Inspections, insurance and screening

- ☐ How work is inspected, by whom and how often
- ☐ How inspection results reach your contact
- ☐ Proof of insurance offered
- ☐ Workers' compensation for the crew stated
- ☐ Bonding stated
- ☐ How cleaners are screened before placement

Communication and start-up

- ☐ Your contact for day-to-day requests named
- ☐ How to report a missed task, and the reply time
- ☐ Start-up walkthrough before the first night
- ☐ Start date leaves room to settle access and supplies
- ☐ First-week check and room-list adjustments planned

Your follow-up

- ☐ Blank lines sent back to this bidder in writing
- ☐ Answers received and filed with this sheet

Notes