Cleaning proposal checklist

One copy per bid. Tick what the proposal answers; open lines become questions.

Company _____ **Proposal date** _____

Your contact _____ **Reviewed by** _____

Scope and frequencies

- ☐ Every room on your list is included
- ☐ Tasks are named room by room
- ☐ Each task shows a frequency
- ☐ Visits per week match your request
- ☐ Floor care and carpet work listed on their own cycle
- ☐ Exclusions stated plainly

Hours and access

- ☐ Service times fit your opening and closing hours
- ☐ Weekends, holidays and busy seasons addressed
- ☐ Entry method described
- ☐ Alarm routine discussed
- ☐ Locked rooms and areas to skip recorded
- ☐ Based on a walkthrough of your building

Supplies and equipment

- ☐ Paper, soap, liners and sanitizer: company or you
- ☐ Dispensers provided and fitted, if supplied
- ☐ Products and equipment brought by the crew
- ☐ On-site storage needs noted

Supervision and communication

- ☐ Quality inspections described
- ☐ A clear way for you to raise a concern
- ☐ How a missed task is put right
- ☐ Plan for adjusting frequencies

Insurance and screening

- ☐ Proof of insurance received and current
- ☐ Company name matches the bid
- ☐ Bonded
- ☐ Workers' compensation carried
- ☐ Crews background-checked

Start-up plan

- [ ] Start date and first night proposed
- [ ] Key, card and alarm code handover planned
- [ ] Building walk after the first visits
- [ ] Review point set for the first month

Notes