Cleaning proposal checklist

Use one copy per bid. Tick what it states; any blank becomes a question for that company.

Company _____ **Their contact** _____

Proposal date _____ **Reviewed by** _____

Rooms and frequencies

- ☐ Every room type in the building appears in the task list
- ☐ Nights or days per week written out for each area
- ☐ Tasks on a weekly or monthly rotation shown on their own
- ☐ Carpet, floor and window work shown as separate periodic lines
- ☐ Technical rooms, if any, listed with their own procedure
- ☐ Day porter hours named, if daytime coverage was requested

Hours, access and supplies

- ☐ Visit window stated: start time and finish time
- ☐ Plan for holidays and building closures described
- ☐ Who buys paper, soap and liners is spelled out
- ☐ Dispensers and refill types addressed
- ☐ Key, badge and alarm handling explained
- ☐ Where the crew's equipment and products will be stored

Supervision and inspections

- ☐ How the work is checked and how often
- ☐ Who carries out quality inspections
- ☐ How inspection results reach you
- ☐ How you raise a missed task and how it is put right

Insurance and paperwork

- ☐ Proof of insurance offered, naming your building
- ☐ Workers' compensation coverage stated
- ☐ Bonding stated
- ☐ Background checks for crews mentioned
- ☐ Any site rules you shared acknowledged in writing

Contact and the first weeks

- [ ] One named contact for day-to-day questions
- [ ] How to report an issue: phone, text or email
- [ ] Start date and what happens on night one
- [ ] Walkthrough date before service begins
- [ ] First-week check with your contact scheduled
- [ ] Point at which the schedule gets reviewed

Notes