Cleaning proposal checklist

Use one copy per bid and fill it in with that proposal open beside you.

Company _____ **Proposal date** _____

Reviewed by _____ **Date** _____

Scope and frequencies

- ☐ Rooms and areas match the floor plan
- ☐ Every task has a frequency: each visit, weekly, monthly, periodic
- ☐ Restrooms, kitchens and entries on every visit
- ☐ Periodic floor, carpet and window work named with timing
- ☐ Day porter hours shown, if requested
- ☐ Requested items missing from the bid noted

Hours, access and supplies

- ☐ Visits per week and service window stated
- ☐ Start time fits alarm schedule, staff hours, building rules
- ☐ Keys, fobs and alarm codes handling described
- ☐ Toilet paper, towels, soap and liners: who supplies
- ☐ Dispensers: who provides and who owns
- ☐ Equipment and products the crew brings listed

Supervision and insurance

- ☐ Role of the person who inspects the work
- ☐ Inspection frequency, and whether results are shared
- ☐ Proof of insurance offered before the first night
- ☐ Workers' compensation stated
- ☐ Bonding stated
- ☐ Background checks for crew members described

Communication

- ☐ One contact named for daily requests
- ☐ How missed tasks are reported and put right
- ☐ How extra work or schedule changes are requested

Start-up plan

- ☐ Start date given
- ☐ Walkthrough before the first night
- ☐ First-week plan described
- ☐ Date set for the first service review

Open questions for your contact

- ☐ Blank lines above to ask about
- ☐ Answers that differ from other bids

Notes