

Comparing cleaning proposals

Fill in one sheet for each proposal so every company answers the same lines.

Facility _____

Company quoting _____

Reviewed by _____

Date _____

Scope and frequencies

- ☐ Every zone you listed appears: offices, restrooms, breakrooms, floor and docks
- ☐ Each task carries its own frequency: nightly, weekly, monthly or similar
- ☐ Periodic projects listed one by one, each with its interval
- ☐ Off-limits areas left out, and no requested area quietly dropped
- ☐ Any task marked only as needed given a real frequency

Hours, shifts and access

- ☐ Days of the week and hours the crew is on site
- ☐ Where cleaning fits around shift changes, breaks and dock activity
- ☐ How keys, badges, codes and the alarm are handled
- ☐ Site safety orientation and protective equipment for the crew
- ☐ Daytime porter coverage, if any, listed apart from night cleaning

Supplies and equipment

- ☐ Who provides tissue, towels, hand soap, sanitizer, seat covers and liners
- ☐ Whether restocking happens on every visit, and to what fill level
- ☐ Who supplies the dispensers, and whether refills match them
- ☐ Machines named for floor work, such as auto-scrubbers or extraction units
- ☐ Safety data sheets offered for products the crew brings in

Supervision and communication

- ☐ The role that supervises the crew, and how you reach that person
- ☐ How often quality inspections happen, and whether you see the results
- ☐ How you report a missed task, and when you hear back
- ☐ How schedule or task-list changes get put in writing
- ☐ How a seasonal peak or an added shift is handled

Insurance

- ☐ Current certificate of insurance, with your company named as holder
- ☐ General liability and workers' compensation shown, dates in force
- ☐ Bonding stated, if your company asks for it
- ☐ How crew members are background-checked before working on site

Start-up plan

- ☐ Start-up walkthrough with the supervisor in the first week
- ☐ Date of the first full clean and any one-time catch-up work
- ☐ Who on your side signs off on the task list
- ☐ Date set for the first service review

Notes
