Comparing cleaning proposals: one sheet per bid

Use one copy per bid, and tick only what that proposal states in writing.

Company _____ **Proposal date** _____

Reviewed by _____ **Date** _____

Scope and frequencies

- ☐ Every floor, restroom, kitchen and entrance on your room list
- ☐ Nights per week for the building, and any room that differs
- ☐ Weekly and monthly detail tasks listed
- ☐ Floor, carpet and window projects with their intervals
- ☐ Square footage used for the proposal

Hours and access

- ☐ Start and finish times of each visit
- ☐ How keys, fobs, badges and alarm codes are held
- ☐ Which door the crew uses and who locks up
- ☐ Where equipment and stock are kept on site

Supplies

- ☐ Restroom and kitchen products that are refilled
- ☐ Whose stock the refills come from
- ☐ Dispensers supplied, fitted or left as they are

Inspections, insurance and screening

- ☐ Who checks completed rooms, and how regularly
- ☐ What happens when an inspection finds a miss
- ☐ Proof of insurance offered
- ☐ Bonding and workers' compensation stated
- ☐ How people entering the building are screened

Communication

- ☐ A named contact for you, and how to get hold of them
- ☐ How you report a skipped task, and how soon it is redone
- ☐ How room, hour or frequency changes are added

Start-up plan

- [ ] Proposed start date
- [ ] Steps before the first visit
- [ ] One-time deep clean before recurring service, if any
- [ ] Handover of keys and supplies from the current provider
- [ ] Blank lines to raise with this company in writing

Notes