

Janitorial proposal review sheet

One copy per bid: tick each line the bid answers and note the answer.

Building _____

Company bidding _____

Date received _____

Reviewed by _____

Scope and frequency

- ☐ Every space from the tour named, lobby through shipping office
- ☐ Tasks spelled out room by room
- ☐ A cadence written beside each task
- ☐ Restrooms and breakrooms cleaned every visit
- ☐ Floor work on its own calendar, method named per surface
- ☐ Daytime porter hours broken out when you asked for them
- ☐ Locked or sensitive rooms listed with their handling rule

Hours and access

- ☐ Visit nights written out
- ☐ Start and finish time stated
- ☐ After-hours door and parking named
- ☐ Keys and alarm arrangement described
- ☐ Plant or warehouse safety rules acknowledged
- ☐ Holiday and weekend visits addressed

Supplies and equipment

- ☐ Consumables: supplied by the company or by your building
- ☐ Dispensers: matched, supplied or left as they are
- ☐ Restocking method and who tracks the closet count
- ☐ Equipment and floor machines the crew brings
- ☐ On-site storage needed for carts and chemicals

Oversight and insurance

- ☐ Supervisor inspection schedule stated
- ☐ Inspection results shared with your contact
- ☐ Proof of insurance before service starts
- ☐ Workers' comp in place for the crew
- ☐ Bonding stated
- ☐ How crew members are screened

Communication and start-up

- ☐ Your contact at the company named
- ☐ How the crew reports issues found at night
- ☐ Start date and lead-up steps
- ☐ Key, fob and alarm code handover
- ☐ Opening deep clean recommended or not
- ☐ First service review date

Follow-up

- ☐ Blank lines sent back to the company as questions
- ☐ Written answers added to this sheet

Notes
