

Janitorial proposal worksheet

One copy per bid, filled in from the written proposal; leave silent boxes empty.

Company _____

Proposal date _____

Reviewed by _____

Your contact at the company _____

Scope and frequencies

- ☐ Each room and area you asked about is named
- ☐ Tasks spelled out per area
- ☐ Routine visits a week:
- ☐ Weekly and monthly detail jobs have intervals
- ☐ Floor and carpet treatments on their own lines
- ☐ Porter hours kept apart from night work
- ☐ Missing areas written in

Hours and access

- ☐ Crew days and times:
- ☐ Entry, lock-up and alarm steps covered
- ☐ Matches when your building empties out

Supplies

- ☐ Paper, towels, liners, soap, sanitizer: who provides
- ☐ Shortage spotting and reorders: who handles
- ☐ Floor and carpet machines the company brings

Oversight and insurance

- ☐ Who inspects the work, how often
- ☐ Format of inspection findings
- ☐ General liability proof received
- ☐ Workers' compensation in place
- ☐ Bonded
- ☐ Crew members background-checked
- ☐ Proof of insurance naming your property, before day one

Communication and start-up

- ☐ Everyday contact and how to reach them
- ☐ Missed-task reporting route and fix
- ☐ How rooms, visits or tasks are added
- ☐ Proposed first day and steps ahead of it
- ☐ Key, fob and alarm code handover
- ☐ First review of the work scheduled for:

Follow-up

- ☐ Empty boxes sent back as questions
- ☐ Answers in, sheet brought up to date

Notes
