

Cleaning proposal comparison sheet

One copy per bid. Put the company's name at the top and tick each line it answers.

Company _____ Proposal date _____

Reviewed by _____ Date _____

Scope and frequencies

- ☐ Every area on your room list appears
- ☐ Each task shows how often it runs
- ☐ Restrooms and breakrooms have their own lines
- ☐ Periodic floor work listed with its cycle
- ☐ Warehouse floor and staff rooms as their own zone
- ☐ Follow-up questions noted: _____

Hours and access

- ☐ Visit days and crew work window stated
- ☐ After-hours, early or daytime service stated
- ☐ Porter hours and rooms covered, if any
- ☐ Keys, alarm codes and badges handled
- ☐ Locked or off-route rooms noted
- ☐ Holidays and closures covered

Supplies and equipment

- ☐ Who buys paper, soap and liners
- ☐ Dispensers supplied or yours kept
- ☐ Who brings products and machines
- ☐ On-site storage for equipment and stock

Oversight and communication

- ☐ How and how often work is checked
- ☐ Inspection results shared with you
- ☐ Who you call with everyday requests
- ☐ How a missed task is reported and fixed
- ☐ How plan changes are confirmed in writing

Insurance and screening

- ☐ Proof of insurance offered before the first visit
- ☐ Workers' compensation named
- ☐ Bond in place
- ☐ Everyone on the crew background-checked

Start-up plan

- ☐ Start date and first visit
- ☐ Walkthrough before service begins
- ☐ Key and alarm code handover
- ☐ First-week plan described
- ☐ Date of the first review of the work

Notes
