

Janitorial proposal checklist: one sheet per bid

Use one copy per bid; leave a box blank when the proposal gives no answer.

Company _____

Proposal date _____

Reviewed by _____

Your contact at the company _____

Scope and frequencies

- ☐ Every room from the walkthrough listed
- ☐ Storage, stairwells and outdoor entries included
- ☐ Task list for each area, not a general line
- ☐ Frequency beside each task
- ☐ Restrooms and breakrooms on every visit
- ☐ Carpet, floor refinishing and window work as separate lines
- ☐ Exclusions stated

Hours, access and supplies

- ☐ Service days and nightly start time
- ☐ Hours fit closing time, alarms and building rules
- ☐ After-hours entry and key, fob and code holders
- ☐ Paper, soap, sanitizer and liners: who provides them
- ☐ Dispensers supplied and installed, restocking assigned
- ☐ Storage spot for equipment and stock

Supervision and inspections

- ☐ Who inspects the work, and how often
- ☐ Inspection results shared with you
- ☐ How missed tasks are reported and put right
- ☐ Who to call between visits

Insurance and paperwork

- ☐ General liability insurance
- ☐ Workers' compensation for the crew
- ☐ Bonded
- ☐ Crew background checks
- ☐ Proof of insurance received, names and dates match

Communication and start-up

- ☐ Named contact for questions and notes
- ☐ Route for staff notes to reach the crew
- ☐ Proposed start date and pre-start steps
- ☐ Handover of keys, codes and supply stock
- ☐ Plan for checking the first weeks

Your summary

- ☐ Blank boxes on this sheet counted
- ☐ Follow-up questions sent to this bidder
- ☐ Scope matches the other sheets before totals are compared

Notes
