Janitorial proposal review sheet

Use one copy per bid and tick each line the proposal answers as you read it.

Company _____ **Proposal date** _____

Reviewed by _____ **Date** _____

Scope and frequencies

- ☐ All listed room types included
- ☐ Task list given for each area
- ☐ Visits per week stated
- ☐ Lighter-rhythm rooms named
- ☐ Weekly and monthly tasks on separate lines
- ☐ Floor and carpet work with a target interval and own price line
- ☐ Day porter hours listed apart, if requested

Hours and access

- ☐ Arrival and finish times
- ☐ Nights or weekend days named
- ☐ Key, fob and alarm code handling
- ☐ After-hours entrance and lighting
- ☐ Locked and off-limits rooms covered

Supplies and equipment

- ☐ Consumables the company provides
- ☐ Consumables you buy
- ☐ Dispensers provided or kept
- ☐ On-site storage for products and machines
- ☐ Restock tracking between visits

Inspections and communication

- ☐ Who inspects and how often
- ☐ How findings reach you
- ☐ Your contact at the company and how they prefer to be reached
- ☐ What happens after a skipped task is flagged
- ☐ Scope changes confirmed in writing

Insurance and screening

- ☐ Proof of insurance received
- ☐ Workers' compensation confirmed
- ☐ Bonding confirmed
- ☐ Crew background checks described

Start-up plan

- ☐ Start date and first-visit plan
- ☐ Key and alarm handoff steps
- ☐ Supplies set up before the first night
- ☐ First check-in date and attendees
- ☐ Task list adjustment after the opening weeks

Notes