Cleaning bid comparison checklist

Write each bidder's name at the top and tick the lines their proposal answers.

Building _____ **Bidders compared** _____

Reviewed by _____ **Date** _____

Scope and intervals

- ☐ Every area named, from entries to storage
- ☐ Tasks written out under each area
- ☐ Interval beside each task: nightly, weekly, monthly, periodic
- ☐ Visits per week stated
- ☐ Floor and carpet work included or listed separately
- ☐ Rooms left out named

Hours and access

- ☐ Service days and arrival window
- ☐ After-close, early-morning or weekend timing fits
- ☐ Key, fob and alarm code handling described
- ☐ Locked rooms and no-entry spaces noted
- ☐ Landlord sign-in steps covered

Supplies and equipment

- ☐ Who buys tissue, towels, soap, sanitizer and liners
- ☐ Refills from our stock or theirs
- ☐ Vacuums, mops and floor machines provided by
- ☐ Storage space needed on site
- ☐ Low-stock reporting explained

Supervision

- ☐ Supervisor walk frequency stated
- ☐ Inspection findings shared with us
- ☐ Cleaners background-checked
- ☐ Cover for an absent cleaner explained
- ☐ Missed-task follow-up described

Insurance and paperwork

- [ ] Certificate of insurance received
- [ ] Workers' compensation confirmed
- [ ] Bonding confirmed
- [ ] Written task list attached

Contact and start-up

- [ ] Named day-to-day contact
- [ ] Extra-visit and one-time clean requests explained
- [ ] Walkthrough before the first night
- [ ] First-week check and one-month review planned
- [ ] Process for adding or dropping rooms

Notes