

Cleaning Proposal

For _____

Location _____

Sqft **#BthRm** **Base Price** **Contact / Phone**

SERVICES REQUIRED		FREQUENCY				SERVICES REQUIRED		FREQUENCY			
AREA / ITEMS	WORK DESCRIPTION	WEEKLY	BI-WEEK	MONTHLY	OTHER	AREA / ITEMS	WORK DESCRIPTION	WEEKLY	BI-WEEK	MONTHLY	OTHER
RESTROOMS						COMMON					
Toilets · Sinks	Clean · Sanitize					Ceiling Fans / Chandelier	Dust · Clean				
Trash Containers	Empty · Line · Clean · Sanitize					Interior Glass	Clean				
Vanity · Cabinets	Clean · Items Wiped					Ledges · Windowsills	Dust				
Glass · Mirrors · Hardware	Clean					Doors · Frames · Walls	Spot Clean				
Floors	Sweep · Damp Mop					Baseboards	Dust				
Doors	Dust · Spot Clean					Other					
Walls by Sinks / Toilet	Damp Wipe					MISCELLANEOUS					
Shower / Tub	Clean					Trash Cans	Empty · Damp Wipe				
Other						Ash Trays	Empty · Damp Wipe				
FLOORS						Drapes					
Hard Floors	Sweep/Vacuum · Mop					Lights	Replace · Dust				
Rugs · Carpets	Vacuum					Chairs · Clocks · Pictures	Dust · Damp Wipe				
Rugs · Carpets	Shampoo					Vents · Fans · Blinds	Clean · Vacuum				
Other						Upholstered Furniture	Vacuum · Shampoo				
EXTERIOR						Furniture (hutches, shelves etc..)					
Entrance	Sweep · Windows					Door Handles	Clean				
						Kickplates · Thresholds	Clean				
						Light Switches	Clean				
KITCHEN						Desks · Tables · Phones					
Cabinets	Tops · Fronts					Cleaning Storage Areas	Clean · Organize · Restock				
Windows	Glass · Sills					Mats	Vacuum · Pick up / turn				
Stovetop / Oven	Clean					Laundry	Wash · Dry · Fold				
Refrigerator	Outside · Inside					Other					
Dishes / Load & Run Dishwasher	Clean · Put Away										
Other	Dust · Damp Wipe										
Other											

Special Instructions

Terms and Conditions

1. Cleaning suppliers to perform these services will be supplied by:

4. Date services begin: _____

2. Payment is due at time of service. Please give 48 hours' notice of cancellations.

5. This offer, or agreement expires on: _____

3. Total cost of services will be \$ _____ per _____.

Quoted By: _____ on _____

Acceptance of Proposal

Authorized Signature: _____

Date: _____