Commercial Cleaning Walkthrough Checklist

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Site-survey worksheet for pricing a bid. It is not a contract and makes no promise about scope or price. Do not write alarm or door codes on this sheet.

1. Site and Contact

- Prepared by: _____
- Walkthrough done by: _____
- Date: _____
- Business or building: _____
- Site address: _____
- Contact: _____
- Contact phone or email: _____

2. Size and Property Type

- Property type: _____
- Total square footage the contract will cover: _____
- Where the square footage came from (lease, floor plan, measured):
- Floors in the building and which ones are included:
- Areas the client wants left out:

3. Floors

Carpeted share of the floor area: _____

Area	Floor type	Approx. sq ft	Condition or concern

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4. Restrooms

- Number of restrooms: _____
- Fixtures per restroom (toilets + urinals + sinks): _____
- Dispensers to refill (soap, paper towel, toilet paper):
- Who supplies restroom paper and soap:

Restroom location	Toilets	Urinals	Sinks	Showers	Notes

5. Break Rooms and Kitchens

- Number of break rooms or kitchens:
- Appliances to clean inside (refrigerator, microwave, oven):
- Dishes or dishwasher left to the cleaner (yes / no):
- Sinks and counters to sanitize:

6. Trash and Recycling

- Approximate number of trash and recycling bins to empty:
- Liners supplied by (client / cleaner):
- Where the bags go (dumpster location and pickup day):
- Shredding bins or secure waste:

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7. Entry, Glass and Common Areas

- Entry doors and interior glass to clean (count or sq ft):
- Exterior windows (included / not included / separate quote):
- Lobby, reception and hallways:
- Stairwells and elevators:
- Entry mats:

8. Frequency and Detail Level

- Cleaning frequency: _____
- Detail level: _____
- Days of the week the client wants service:
- Periodic work wanted (carpet extraction, floor stripping and waxing, window washing) and how often:

9. Access, Keys and Alarm

- Hours you can be in the building: _____
- Entry method (key, fob, code, door unlocked by staff):
- Number of keys or fobs the client will issue, and who signs for them:
- Alarm: who arms and disarms it, and who gives your crew the code after signing:
- Parking for the crew and equipment:
- Supply closet or storage space for your equipment:
- Building contact for after-hours problems:

10. Products, Equipment and Supplies

Item	Client supplies	Cleaner supplies	Notes
Chemicals and cleaning solutions			
Vacuum, mop and other equipment			
Paper towel, toilet paper, soap			
Trash liners			

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Item	Client supplies	Cleaner supplies	Notes
Water and power access			

11. Special Areas and Extras

12. Questions to Ask Before You Leave

- Who decides, and when they want bids back:
- Who cleans the building now and what the client wants changed:
- How the client pays and on what terms:
- Insurance certificate or other paperwork the client requires:
- Staff on site during cleaning hours (yes / no):

13. Notes and Photos

- Photo numbers and what they show (one photo of each restroom, the break room, any damaged floor and the supply closet):

14. Walkthrough Confirmation

The client contact confirms that the building was walked on the date above and that the square footage, access and supply notes are what they told _____. This is a record of the visit, not an agreement to any price or scope.

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WALKTHROUGH DONE BY

Signature

Printed Name and Date

CLIENT CONTACT (OPTIONAL)

Signature

Printed Name and Date

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