

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

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: _____

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:
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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:
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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:
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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			

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.

WALKTHROUGH DONE BY

Signature

Printed Name and Date

CLIENT CONTACT (OPTIONAL)

Signature

Printed Name and Date