

Janitorial bid review sheet

Use one copy per bid and answer each line from that bid's own paperwork.

Company bidding _____ Building _____

Reviewed by _____ Date _____

Scope and frequencies

- ☐ Every area walked is named in the bid
- ☐ A frequency is written beside each task
- ☐ Visits per week and the days are stated
- ☐ Carpet extraction, floor scrubbing and high dusting: included, separate or missing
- ☐ Interior glass, appliances and outside trash runs addressed where needed
- ☐ Vague phrases flagged for a follow-up question

Hours and access

- ☐ Start and finish window fits your closing time
- ☐ Key, card or door code handling described
- ☐ Alarm arming and false-alarm steps explained
- ☐ Weekend, holiday or daytime coverage noted
- ☐ Locked suites, lighting and HVAC timers accounted for

Supplies

- ☐ Who buys tissue, towels, soap, sanitizer and liners
- ☐ Dispensers: supplied by the bidder or your existing units kept
- ☐ Cleaning chemicals and equipment are the bidder's
- ☐ Restocking happens on every visit

Oversight and communication

- ☐ Who inspects the work and how often
- ☐ How a missed task is reported and acknowledged
- ☐ Your contact at the company and how to reach them
- ☐ How task list changes are agreed and recorded

Insurance and screening

- ☐ Current proof of insurance received
- ☐ Company named on the insurance matches the bid
- ☐ Workers' compensation and bonding mentioned
- ☐ Cleaner screening before site access described
- ☐ Your landlord's insurance requirements compared

Start-up plan

- ☐ Start date and notice needed
- ☐ Handover timing for keys, codes and alarm
- ☐ Task list confirmed with you before the first visit
- ☐ Check-in planned after the first weeks
- ☐ Open questions sent to this bidder in writing

Notes
