

Commercial cleaning walkthrough

Record facts, responsibilities and open questions before pricing the work. Do not write door codes, alarm codes or credentials here.

Site or customer reference

Property type

Walkthrough date

Prepared by

Role responsible for confirming scope

Requested service frequency

Available service window

Approximate area

Unit: square feet or square metres

Access arrangements and restrictions

Site scope

Area and quantity	Agreed tasks	Frequency	Limits or questions
Reception and offices Rooms, surfaces, task quantities and exclusions			
Restrooms Number, fixtures, quantities and agreed service tasks			
Breakroom or kitchen area Appliances, surfaces and responsibility limits			
Floors and surfaces Floor types, areas and routine versus periodic work			
Waste and recycling Collection points, disposal and supplied consumables			
Other areas or special tasks Clarifications, separate pricing or further assessment			

Who supplies consumables and equipment

Storage, utilities and practical site restrictions

Every-visit tasks, periodic tasks and separately quoted work

Items requiring confirmation before the estimate is final

Planning aid only - not a specialist safety procedure or signed customer agreement. Capture any need for specialist assessment rather than prescribing the work.

Crew time and bid assumptions

Estimate paid cleaner-hours for the agreed scope. Do not count the same task twice across work items.

Crew time

Work item	Cleaners	Hours per cleaner	Total cleaner-hours
Routine areas			
Restrooms and breakroom			
Floors, waste or other tasks			
Other assignment			
		Total cleaner-hours	

Calculator input summary

Number of cleaners People working on the visit _____	Hours per cleaner Paid hours for each cleaner _____
Total cleaner-hours Cleaners x hours per cleaner _____	Loaded hourly labour cost Money per cleaner-hour _____
Supplies Money allocated to one visit _____	Travel Money allocated to one visit _____
Other overhead Money per visit, excluding costs already counted _____	Target margin Percentage of selling price, not markup _____
Planned visits in the month Actual count for the month estimated _____	Currency CAD or USD; use one consistently _____

If crew assignments differ, preserve total cleaner-hours. Use a weighted labour rate when roles have different hourly costs, or keep a separate detailed estimate.

Assumptions

Exclusions

Open questions

Next action and responsible role

Confirm unresolved items before quoting.