# Janitorial bid checklist: one sheet per bid

Use one copy per bid and tick each line the bid answers clearly.

**Company bidding** _____ **Bid date** _____

**Read by** _____ **Building** _____

## Scope and frequencies

- ☐ Room list in the bid matches yours, room for room
- ☐ Tasks named for each area, beyond a single janitorial line
- ☐ Visits per week written down
- ☐ Restroom and breakroom frequency shown on their own
- ☐ Periodic floor and carpet jobs listed with their timing
- ☐ Porter hours, if any, kept apart from night cleaning

## Hours, access and supplies

- ☐ Visit window fits the hours the building sits empty
- ☐ Keys, entry and alarm steps addressed
- ☐ Paper products, soap and liners: who supplies them
- ☐ How restrooms and breakrooms get restocked
- ☐ Dispensers and refills matched

## Inspections and insurance

- ☐ Who inspects the work, and how often
- ☐ How a missed task is reported and corrected
- ☐ Proof of insurance requested, received and current
- ☐ Workers' compensation coverage confirmed
- ☐ Background checks for anyone entering the building

## Contact and first weeks

- ☐ Your contact for day-to-day requests
- ☐ How notes and special instructions reach the crew
- ☐ Proposed date of the first visit
- ☐ Key and alarm handoff planned
- ☐ Check-ins planned across the first month

## Your notes on this bid

- [ ] Blank boxes marked where the bid says nothing
- [ ] Missing items asked about or added back
- [ ] Price gaps traced to scope or to rate
- [ ] Finished sheet filed with the building records

## Notes