SF Janitorial

PRINTABLE TEMPLATE

Commercial Cleaning Scope of Work

Name each space, write the tasks beside it and record how often each one happens. Update the sheet whenever a room changes use or attendance shifts.

Property _____ **Address** _____

Prepared by _____ **Date** _____

Service window _____

Spaces included

	SPACE	FLOOR OR SUITE	COVERED OR HANDLED BY OTHERS
☐	Lobby and reception		
☐	Work areas and shared desks		
☐	Meeting rooms by name		
☐	Restrooms, grouped		
☐	Breakrooms and kitchens, grouped		
☐	Shared common areas		
☐	Warehouse concrete		

Lobby tasks

	TASK	HOW OFTEN
☐	Vacuum entry mats	
☐	Clean the entrance glass	
☐	Wipe the reception counter	
☐	Empty waste containers	

Work areas and meeting rooms

	TASK	HOW OFTEN	TRIGGER
☐	Dust and clean surfaces in work areas		
☐	Clean shared desks		Full on in-office days, lighter on quiet days
☐	Clean meeting rooms		Booked room or busy day
☐	Empty trash and recycling		
☐	Clean interior glass		
☐	Routine floor care		

Restrooms and kitchens

	TASK	HOW OFTEN
☐	Clean restroom mirrors	
☐	Clean restrooms	
☐	Kitchen and breakroom care	
☐	Restock paper products, soap and liners	

Periodic work

	JOB	AREA	INTERVAL OR CONDITION
☐	Extract carpets		
☐	Strip and wax		
☐	Other hard floor treatments		
☐	Exterior windows		
☐	Scrub warehouse concrete		

Supplies and service details

- ☐ Paper products supplied by: _____
- ☐ Soap and liners supplied by: _____
- ☐ Restricted areas that affect the work: _____
- ☐ Rooms handled by others: _____
- ☐ Specific exclusions: _____
- ☐ Tasks a day porter handles during the day: _____

Keeping it current

- ☐ Requested changes written down when a room converts or a tenant moves in
- ☐ Effect on tasks, frequency and pricing reviewed together
- ☐ Attendance changes checked against the occupancy triggers
- ☐ Any one-time deep clean scope agrees with the recurring scope
- ☐ Scope still describes the work being delivered

Notes