OFFICE CLEANING SERVICE

Cleaning Proposal

Date:_____Time : _____

Name/Address :_____

_____

Phone/Email: _____

_____

COMMUN AREAS

- ◯ Sweep, vacuum, and mop the floors
- ◯ Clean and disinfect tables, desks, and common areas
- ◯ Clean windows and mirrors
- ◯ Clean light switches and door handles
- ◯ Clean and disinfect common area furniture (chairs, sofas, etc.)
- ◯ Empty trash bins and replace bags

INDIVIDUAL OFFICE

- ◯ Clean desks, work surfaces, and office equipment
- ◯ Clean computers, keyboards, monitors, and phones
- ◯ Clean chairs, shelves, and other office furniture
- ◯ Empty trash bins and replace bags

KITCHEN OR BREACK ROOM

- ◯ Clean the interior and exterior of the microwave, refrigerator and cofee maker
- ◯ Clean countertops and sinks
- ◯ Clean tables and chairs in the break room
- ◯ Empty trash and recycling bins in the kitchen

BATHROOMS

- ◯ Clean and disinfect toilets, sinks, and showers
- ◯ Clean and disinfect mirrors and bathroom surfaces
- ◯ Restock bathroom items such as toilet paper, soap, and towels Inside/outside
- ◯ Sweep, vacuum, and mop bathroom floors

ADDITIONAL AREAS

- ◯ Clean doors, door frames, and handles
- ◯ Clean ceiling fans and ventilation grills Clean shelves, cabinets, and other
- ◯ storage spaces

flip

OFFICE CLEANING SERVICE

EXTRAS

- ◯ Disinfect high-touch surfaces (phones, keyboards, etc.)
- ◯ Clean carpets and upholstery (as needed)
- ◯ Clean exterior windows (if necessary)
- ◯ Clean ventilation grills and air conditioning units

ANY OTHER ADDITIONAL SERVICE?

SERVICE DETAILS

REGULAR CLEANING: $
DEEP CLEANING: $
MOVE IN/OUT: $

SERVICE DETAILS

EVERY WEEKS: $
EVERY 2 WEEKS: $
EVERY 4 WEEKS: $
Date of Service:
Service Time: