

Commercial cleaning walkthrough template

Use a short first inquiry to arrange a visit, then use this worksheet to agree what the cleaning proposal should cover. Separate observations from assumptions that still need confirming.

Business / project: _____ Date: _____

Field	What to record	Your notes
Premises and location	Building use, approximate area and service-area fit.	
Frequency and access window	Required days and working hours; leave security credentials out.	
Floors and rooms	Surface types, washrooms, kitchens and high-traffic areas.	
Tasks and frequencies	Which tasks happen each visit, weekly or periodically.	
Supplies and equipment	Who supplies consumables and where equipment can be stored.	
Exclusions and specialist work	Work that needs separate assessment or is outside your service.	
Owner and next step	Who approves the scope, unanswered questions and proposal follow-up.	

Example walkthrough brief

Premises and location	6,000 sq ft office, Pune 411001
Frequency and access window	Monday, Wednesday and Friday, after 7 pm
Floors and rooms	Open office, 2 washrooms, kitchen; floor finishes to confirm
Tasks and frequencies	Work areas and washrooms each visit; glass weekly
Supplies and equipment	Contractor supplies equipment; consumables to agree
Exclusions and specialist work	No exterior windows or specialist floor treatment
Owner and next step	Facilities manager — arrange a site visit before quoting

How to use this

1. Use the initial website inquiry to check location, premises and schedule.
2. Record observed conditions on the walkthrough, including areas you could not inspect.
3. Assign a frequency to each agreed task and list exclusions explicitly.
4. Have the business approve the final scope before pricing or scheduling.

This is a scope worksheet, not a cleaning-rate calculator or a specialist safety protocol. Area alone is not enough to set a final price.

Editable versions and guidance: <https://1968labs.com/resources/commercial-cleaning-walkthrough-template>

Implementation questions: hello@1968labs.com