

Commercial Cleaning Walkthrough Form

Practical cleaning business template • Customize fields before use

Brand customization: This TidyOps-branded example shows a finished presentation. Replace the logo, colors, company details, and placeholders with your own brand before use.

[YOUR COMPANY NAME]

[Phone Number]

[Email Address]

[Website]

CLIENT INFORMATION

Company / Organization:

Primary Contact:

Title / Role:

Phone:

Email:

Billing Contact:

FACILITY INFORMATION

Facility Name:

Service Address:

City / State / ZIP:

Walkthrough Date:

Estimator:

Facility Type:

- ☐ Office
- ☐ Retail
- ☐ Medical / Healthcare
- ☐ Educational
- ☐ Religious
- ☐ Industrial / Warehouse
- ☐ Multi-Tenant
- ☐ Fitness / Recreation



☐ Property Management

☐ Other:

Approximate Total Square Footage: sq. ft.

Approximate Cleanable Square Footage: sq. ft.

Number of Floors:

Elevators:

Stairwells:

FACILITY USE

Approximate Daily Occupancy:

Employees:

Visitors / Customers:

Operating Hours:

Days of Operation:

Current Cleaning Frequency:

Current Cleaning Provider:

☐ None

☐ In-House

☐ Cleaning Contractor

SERVICE REQUIREMENTS

Requested Frequency:

☐ 7x Weekly

☐ 5x Weekly

☐ 3x Weekly

☐ 2x Weekly

☐ Weekly

☐ Monthly

☐ Custom:

Preferred Service Window:

☐ Business Hours

☐ After Hours

☐ Overnight

☐ Early Morning

☐ Flexible

Requested Start Date:

ENTRANCE / LOBBY

Number of Entrances:

Lobby / Reception Areas:

Flooring:

- ☐ Carpet
- ☐ Tile
- ☐ LVT / VCT
- ☐ Concrete
- ☐ Stone
- ☐ Other:

Entry Glass:

- ☐ Minimal
- ☐ Moderate
- ☐ Extensive

Entry Mats:

Condition / Notes

OFFICES & WORK AREAS

Private Offices:

Open Work Areas:

Cubicles / Workstations:

Shared Desks / Tables:

Conference Rooms:

Training Rooms:

Copy / Mail Rooms:

Cleaning Expectations

- ☐ Empty trash
- ☐ Empty recycling
- ☐ Dust accessible surfaces
- ☐ Clean cleared desks



- ☐ Clean shared tables
- ☐ Clean high-touch surfaces
- ☐ Vacuum carpet
- ☐ Mop hard floors
- ☐ Interior glass
- ☐ Other:

Notes

RESTROOMS

Total Restrooms:

Toilets:

Urinals:

Sinks:

Showers:

Locker Rooms:

Restroom Condition

- ☐ Light Use
- ☐ Moderate Use
- ☐ Heavy Use
- ☐ Very Heavy Use

Consumables

Who supplies restroom consumables?

- ☐ Client
- ☐ Cleaning Company
- ☐ Mixed Responsibility
- ☐ To Be Determined

Products Required:

- ☐ Toilet Tissue
- ☐ Paper Towels
- ☐ Hand Soap
- ☐ Sanitary Products
- ☐ Seat Covers
- ☐ Other:

BREAK ROOMS / KITCHENS

Break Rooms:

Kitchenettes:

Full Kitchens:

Appliances:

- ☐ Refrigerator
- ☐ Microwave
- ☐ Dishwasher
- ☐ Coffee Equipment
- ☐ Vending Area
- ☐ Other:

Expected Tasks

- ☐ Counters
- ☐ Sinks
- ☐ Appliance Exteriors
- ☐ Microwave Interiors
- ☐ Tables / Chairs
- ☐ Cabinet Fronts
- ☐ Trash / Recycling
- ☐ Floors
- ☐ Consumable Restocking

Notes

COMMON AREAS

Waiting Areas:

Lounges:

Dining Areas:

Meeting Spaces:

Other Common Areas:

TRASH & RECYCLING

Approximate Trash Receptacles:

Recycling Receptacles:

Central Waste Location:

Dumpster Location:

Distance / Access Concerns:

Trash Requirements:

- ☐ Standard Removal
- ☐ Recycling Separation
- ☐ Cardboard Breakdown
- ☐ Exterior Waste Area
- ☐ Specialty Waste
- ☐ Other:

FLOORING ASSESSMENT

Floor Type	Approx. Sq. Ft.	Condition	Service Needed
Carpet			
VCT			
LVT			
Tile			
Hardwood			
Concrete			
Stone			
Other			

CARPET CARE

Carpet Condition:

- ☐ Good
- ☐ Moderate Wear
- ☐ Heavy Soil
- ☐ Significant Staining



Routine Vacuuming Frequency:

Spot Cleaning Required:

☐ Yes

☐ No

Carpet Extraction:

☐ Not Requested

☐ Monthly

☐ Quarterly

☐ Semiannual

☐ Annual

☐ As Needed

Approximate Extraction Area: sq. ft.

HARD FLOOR CARE

Routine Service:

☐ Sweep / Dust Mop

☐ Damp Mop

☐ Auto Scrub

☐ Other:

Periodic Floor Care:

☐ Machine Scrubbing

☐ Burnishing

☐ Strip & Refinish

☐ Scrub & Recoat

☐ Specialty Stone Care

☐ Other:

Requested Frequency:

WINDOWS & GLASS

Interior Glass:

☐ Minimal

☐ Moderate

☐ Extensive

Interior Windows:

Exterior Windows:



Glass Doors:

Glass Partitions:

Window Cleaning Requested:

- ☐ No
- ☐ Interior Only
- ☐ Exterior Only
- ☐ Interior & Exterior

Frequency:

HIGH DUSTING

Are elevated surfaces present?

- ☐ No
- ☐ Yes
- ☐ High Ledges
- ☐ Exposed Pipes
- ☐ Beams
- ☐ High Vents
- ☐ High Fixtures
- ☐ Warehouse Racking
- ☐ Other:

Approximate Height: ft.

Special Equipment Required:

- ☐ No
 - ☐ Extension Tools
 - ☐ Ladder
 - ☐ Lift / Specialty Equipment
 - ☐ To Be Determined
-

SPECIALTY AREAS

- ☐ Executive Offices
- ☐ Server / IT Rooms
- ☐ Laboratories
- ☐ Medical Areas
- ☐ Food-Service Areas
- ☐ Fitness Areas



- ☐ Locker Rooms
- ☐ Childcare Areas
- ☐ Production Areas
- ☐ Warehouses
- ☐ Loading Areas
- ☐ Sensitive / Secure Areas
- ☐ Other:

Special Requirements

CLEANING CHEMICALS & EQUIPMENT

Cleaning Products Supplied By:

- ☐ Cleaning Company
- ☐ Client
- ☐ Mixed

Equipment Supplied By:

- ☐ Cleaning Company
- ☐ Client
- ☐ Mixed

Onsite Storage Available:

- ☐ No
- ☐ Yes

Janitor Closet / Mop Sink:

- ☐ No
- ☐ Yes

Water Access:

- ☐ Adequate
- ☐ Limited

Electrical Access:

- ☐ Adequate
- ☐ Limited

Product Restrictions

- ☐ Fragrance Restrictions
- ☐ Green / Environmentally Preferred Products



- ☐ Client-Approved Product List
- ☐ Specialty Surface Products
- ☐ Other:

CONSUMABLE RESPONSIBILITY

Item	Client	Cleaning Company	TBD
Toilet Tissue	☐	☐	☐
Paper Towels	☐	☐	☐
Hand Soap	☐	☐	☐
Trash Liners	☐	☐	☐
Sanitary Products	☐	☐	☐
Air Freshener	☐	☐	☐
Other:	☐	☐	☐

ACCESS & SECURITY

Building Access Method:

- ☐ Key
- ☐ Access Card
- ☐ Keypad
- ☐ Security Desk
- ☐ Client Contact
- ☐ Other:

Alarm System:

- ☐ No
- ☐ Yes

Security Clearance Required:

- ☐ No
- ☐ Yes

Background Checks Required:

- ☐ No
- ☐ Yes

Badges Required:

- ☐ No
- ☐ Yes

Restricted Areas:

Lock-Up Requirements:

Access Notes

PARKING & LOGISTICS

Parking:

- ☐ Onsite
- ☐ Street
- ☐ Garage
- ☐ Paid
- ☐ Restricted

Loading / Equipment Access:

- ☐ Easy
- ☐ Moderate
- ☐ Difficult

Elevator Required:

- ☐ No
- ☐ Yes

Long Equipment Carry:

- ☐ No
- ☐ Yes

Travel Between Buildings:

- ☐ No
- ☐ Yes

Logistics Notes

CURRENT SERVICE ISSUES

Why is the client seeking service or considering a change?

- ☐ Inconsistent Cleaning
- ☐ Missed Tasks
- ☐ Restroom Quality
- ☐ Floor Quality



- ☐ Poor Communication
- ☐ Staffing Problems
- ☐ Security Concerns
- ☐ High Price
- ☐ Current Provider Leaving
- ☐ New Facility
- ☐ Bringing Service Out of House
- ☐ Other:

Client Comments

CLIENT PRIORITIES

Rank or identify the client's most important expectations.

- ☐ Reliability
- ☐ Consistency
- ☐ Restroom Quality
- ☐ Floor Appearance
- ☐ Communication
- ☐ Inspection / Quality Control
- ☐ Fast Issue Resolution
- ☐ Security
- ☐ Consumable Management
- ☐ Price
- ☐ Other:

TASK FREQUENCY PLANNING

Task / Area	Every Visit	Weekly	Monthly	Quarterly	Other
Trash / Recycling	☐	☐	☐	☐	
Restrooms	☐	☐	☐	☐	
Break Rooms	☐	☐	☐	☐	
Vacuumping	☐	☐	☐	☐	
Hard Floors	☐	☐	☐	☐	

Interior Glass	☐	☐	☐	☐
Baseboards	☐	☐	☐	☐
High Dusting	☐	☐	☐	☐
Carpet Extraction	☐	☐	☐	☐
Floor Care	☐	☐	☐	☐

LABOR ESTIMATE

Recommended Crew Size:

Estimated Hours Per Visit:

Estimated Labor Hours Per Visit:

Estimated Visits Per Month:

Estimated Monthly Labor Hours:

Difficulty:

☐ Low

☐ Standard

☐ High

☐ Very High

PRICING INPUTS

Estimated Direct Labor Cost: \$

Estimated Supplies / Visit: \$

Estimated Consumables / Month: \$

Estimated Travel / Visit: \$

Estimated Periodic Service Cost: \$

Other Cost: \$

RECOMMENDED PRICING

Price Per Visit: \$

Monthly Recurring Price: \$

Initial / Deep Cleaning: \$

Periodic Services: \$

Estimated Annual Contract Value: \$

SPECIALTY SERVICE OPPORTUNITIES

- ☐ Carpet Extraction
 - ☐ Floor Scrubbing
 - ☐ Burnishing
 - ☐ Strip & Refinish
 - ☐ Window Cleaning
 - ☐ High Dusting
 - ☐ Upholstery Cleaning
 - ☐ Pressure Washing
 - ☐ Day Porter
 - ☐ Consumable Management
 - ☐ Other:
-

PHOTOS / DOCUMENTATION

- ☐ Facility Photos Taken
- ☐ Floor Conditions Documented
- ☐ Restrooms Documented
- ☐ Problem Areas Documented
- ☐ Access Points Documented
- ☐ Specialty Areas Documented

Photo / File Reference:

ESTIMATOR RECOMMENDATION

Recommended Service Frequency:

Recommended Scope:

Walkthrough Result:

- ☐ Ready to Bid
- ☐ Additional Information Required
- ☐ Second Site Visit Required
- ☐ Specialty Pricing Required
- ☐ Outside Service Scope

Estimator Notes

FOLLOW-UP

Proposal Due Date:

Follow-Up Date:

Decision Date / Bid Deadline:

Assigned To:

Opportunity Status:

☐ Walkthrough Complete

☐ Pricing Required

☐ Proposal In Progress

☐ Proposal Sent

☐ Follow-Up

☐ Won

☐ Lost

SAFETY & COMPLIANCE NOTE

Commercial facilities can have requirements beyond routine janitorial work.

Healthcare, food-service, industrial, educational, laboratory, government, and other specialized facilities may require additional training, procedures, documentation, security clearance, products, equipment, insurance, or regulatory compliance.

Identify these requirements before preparing a bid or agreeing to perform the work.

TEMPLATE CUSTOMIZATION NOTICE

Customize this walkthrough form to your commercial estimating process and the facility being evaluated.

Square footage alone does not determine cleaning cost. Occupancy, restroom usage, floor types, service frequencies, access, security, consumables, facility condition, and specialty services can materially affect labor requirements and pricing.

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