

# Janitorial Cleaning Bid Walk-Through Inspection Form

Company name: \_\_\_\_\_

Facility type: \_\_\_\_\_

Building address: \_\_\_\_\_

Client representative(s): \_\_\_\_\_

Overall square footage: \_\_\_\_\_

Types of spaces: \_\_\_\_\_

Notes on flooring: \_\_\_\_\_

Number of restrooms: \_\_\_\_\_

Notes on restroom fixtures: \_\_\_\_\_

Measurements or map (sketch below or on back):

**Customer's main cleaning concerns:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Issues with current cleaners:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Building usage hours:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Building access/security:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Point of contact and best contact method:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other process notes for the cleaning team:**

\_\_\_\_\_

\_\_\_\_\_

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