

FICTIONAL SAMPLE -
NOT FOR
SUBMISSION

CLEANCONTRACT DESK

Commercial Cleaning Proposal Package

A demonstration of the finished, human-reviewed package a cleaning contractor can receive after supplying walkthrough notes and approving every pricing input.

PREPARED FOR

Harborpoint Commerce Center

18,400 square feet

5 visits per week

Target start: September 2026

PREPARED BY

Evergreen Facility Care

Fictional contractor

Sample contact information

All credentials shown are placeholders

What this sample proves

The service delivers completed decision support: a scope map, owner-controlled pricing worksheet, client-ready proposal language, exclusions, and follow-up plan. It never invents credentials, costs, or promises.

What the walkthrough became

The fictional walkthrough notes were normalized into service zones, task frequencies, open decisions, and explicit exclusions before price approval.

Lobby + reception	Vacuum carpet; spot-clean glass; dust reachable surfaces; empty waste	5x weekly
Open offices	Vacuum traffic lanes; empty waste; dust horizontal surfaces without moving personal items	5x weekly
Restrooms	Clean and disinfect fixtures; replenish client-supplied consumables; mop floors	5x weekly
Breakrooms	Clean counters and sinks; exterior appliance wipe; floors; waste	5x weekly
Conference rooms	Tables; chairs; waste; vacuuming; glass touchpoints	3x weekly
Hard-floor corridors	Dust mop; damp mop; spot removal	5x weekly
Periodic work	High dusting; interior glass detailing; carpet spot treatment	Monthly

OPEN DECISIONS BEFORE SUBMISSION

Consumables	Client supplies paper products, soap, and liners; contractor replenishes
Access	After-hours access method and alarm responsibilities
Initial condition	Whether a separately priced restorative first clean is required
Floor care	Whether quarterly machine work is included or quoted separately

Control boundary

The contractor confirms site facts, staffing approach, supply responsibilities, insurance, credentials, margins, and final price. CleanContract Desk structures and checks the package; it does not make those facts true.

Economics before presentation

Every figure below is fictional and shown only to demonstrate the worksheet structure. It is not an industry benchmark or pricing recommendation.

Recurring labor	4.4 hours/visit x 5 visits/week x 4.33 weeks	\$2,092
Loaded labor rate	\$18.00 wage plus 22% burden = \$21.96/hour	Included above
Chemicals + routine supplies	Contractor consumables only; client paper goods excluded	\$325
Equipment / periodic reserve	Allowance for routine equipment and planned periodic work	\$290
Direct monthly delivery cost	Labor + contractor supplies + reserve	\$2,707
Illustrative selling price	Owner-selected margin and risk allowance	\$3,760

95.3 illustrative labor hours / month	\$3,760 illustrative monthly proposal	OWNER must approve final price
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PRICING REVIEW QUESTIONS

1	Does the labor estimate reflect the actual room mix, access constraints, and quality standard?
2	Are payroll burden, supervision, travel, supplies, equipment, insurance, overhead, and rework risk represented?
3	Are initial-condition cleaning and periodic services included, excluded, or separately priced?
4	Has the owner approved the minimum acceptable contract price before submission?

A clear service promise

The final contractor-branded document would use verified company details, credentials, references, terms, and approved pricing supplied by the contractor.

Proposed monthly service

Illustrative amount: \$3,760 per month. Five service visits per week. Final start date, site access, consumables, and initial-condition requirements remain subject to written confirmation.

SERVICE COMMITMENTS

Defined scope	Room groups, recurring tasks, frequencies, periodic work, and exclusions are written into the proposal.
Quality handoff	A site-specific launch checklist and inspection rhythm are agreed before recurring service begins.
Issue response	The contractor documents service concerns, assigns responsibility, and confirms corrective action.
Transparent changes	Out-of-scope requests and material scope changes require written approval before added work.

EXCLUSIONS TO MAKE EXPLICIT

Not included unless written	Biohazard remediation; exterior windows; pest control; snow; waste hauling; high-access work; restorative floor work; client paper products; moving personal property.
Credentials	Insurance, licenses, references, safety records, and past performance must be supplied and verified by the cleaning contractor.
Award and legal terms	No proposal-preparation service can guarantee selection. Contract terms should be reviewed by qualified counsel when appropriate.

FOLLOW-UP KIT

Submission	Attached is our commercial cleaning proposal reflecting the walkthrough and requested service frequency. Please let us know if any scope item should be clarified before review.
Two business days	I wanted to confirm the proposal arrived and ask whether the review team needs any clarification on scope, schedule, or pricing.
Decision check	Has a decision timeline been established, and is there any remaining information we can provide to support your evaluation?