

BID SPECIFICATIONS

[company name]

LOCATION: _____ **CONTACT:** _____
ADDRESS: _____ **PHONE:** _____
 _____ **FAX:** _____
DATE: _____ **EMAIL:** _____

| Restrooms | Times/Wk | Times/Mo | Times/Yr | Other |
|--|----------|----------|----------|-------|
| Empty Trash | | | | |
| Sinks, Countertops, Toilets, Urinals (Clean, Sanitize, Polish) | | | | |
| Glass, Mirrors, Chrome (Clean, Polish) | | | | |
| Dispensers: Soap, Tissues, Towels (Fill, Clean, Sanitize) | | | | |
| Partitions (Dust) | | | | |
| Doors, Partitions (Spot Clean) | | | | |

| Breakroom | Times/Wk | Times/Mo | Times/Yr | Other |
|---|----------|----------|----------|-------|
| Clean Sink, Countertops, Tables | | | | |
| Wipe Outsides of Appliances, Vending Machines | | | | |
| Straighten Chairs and Tables | | | | |

| Floors | Times/Wk | Times/Mo | Times/Yr | Other |
|--|----------|----------|----------|-------|
| Resilient/Tile – Restrooms (Sweep, Mop) | | | | |
| Resilient/Tile (Buff) | | | | |
| Resilient/Tile (Strip/Wax) | | | | |
| Carpet (Vacuum) | | | | |
| Mats (Vacuum) | | | | |
| Detail Vacuum (edges, hard to reach areas) | | | | |

| Windows | Times/Wk | Times/Mo | Times/Yr | Other |
|--|----------|----------|----------|-------|
| Interior (Wash) | | | | |
| Exterior (Wash) | | | | |
| Doorways (Wash) | | | | |
| Office Glass (Spot clean fingerprints) | | | | |

| Exterior | Times/Wk | Times/Mo | Times/Yr | Other |
|-----------------------------|----------|----------|----------|-------|
| Entrance, Stairways (Sweep) | | | | |
| Empty Trash, Ash Trays | | | | |