AEROSO JANITORIAL

PRINTABLE CHECKLIST

Janitorial bid comparison checklist

Use one copy per bidder and tick each line the bid answers in writing.

Company _____ **Bid date** _____

Reviewed by _____ **Date** _____

Tasks and frequencies

- ☐ Every area of the building named
- ☐ Interval beside each task
- ☐ Service days spelled out
- ☐ Floor and carpet projects listed with intervals
- ☐ Project work inside or outside the recurring plan noted
- ☐ Staff-kept jobs written down

Hours and staffing

- ☐ Working window matches when the building empties
- ☐ Crew hours per visit or staffing level stated
- ☐ Sick-day and vacation coverage explained
- ☐ Daytime porter help offered where needed

Supplies and equipment

- ☐ Who buys paper, soap, sanitizer and liners
- ☐ Who brings chemicals, vacuums and floor machines
- ☐ On-site storage for supplies and machines
- ☐ Restocking tracked so holders stay full

Supervision and communication

- ☐ Who inspects the work and how often
- ☐ Inspection results shared with you
- ☐ One named everyday contact
- ☐ Problem reporting and fix confirmation explained
- ☐ How task or schedule changes are requested

Insurance and paperwork

- ☐ Certificate of insurance offered
- ☐ Liability and workers' compensation confirmed
- ☐ Bonding stated
- ☐ Background checks for anyone with keys or codes
- ☐ Lease coverage limits checked against the insurance paperwork

Start-up plan

- ☐ Walkthrough before the first visit
- ☐ Key, badge and alarm code handover with sign-out log
- ☐ Inspection in the first week
- ☐ First-month review date set

Notes