

First Office Cleaning Quote Kit

Turn a walkthrough into a clear scope, cost estimate, and client proposal



For small cleaning businesses preparing their first office quote. Work through the questions that shape the job, build an estimate from your own costs, and use six printable worksheets to prepare a clear proposal and review the first visits.

Write a Scope People Can Check

A scope joins an area, an action, a frequency, and a practical standard. 'Office cleaning twice weekly' gives almost no guidance when someone later questions a missed task. 'Wipe accessible, cleared desktop surfaces at each Tuesday and Friday visit' tells both parties what is planned and identifies the access assumption.

Use observable wording. For example, 'Remove loose debris from accessible floor areas and address visible routine soil using the agreed method.' Avoid promises such as spotless, perfect, or germ-free. Existing wear, permanent staining, and blocked surfaces need separate treatment in the scope. Record which surfaces cannot be moved or accessed.

Separate tasks performed every visit from weekly, monthly, or occasional work. Name the visit on which a weekly task happens. A monthly task needs its own labor allowance and calendar entry; it should not disappear inside a routine visit price. If all tasks happen every visit, say so. This is the approach used in the Juniper example.

List exclusions in the same plain language as inclusions. Common questions include dishes, appliance interiors, inside cupboards, carpet extraction, high-level work, exterior windows, heavy furniture movement, and confidential waste. Only include exclusions relevant to the site, and do not use the list to imply competence in specialist work.

Agree the condition for service

Specify whether desks must be cleared, bins made accessible, and client supplies available. Explain how you will record an inaccessible area and notify the contact. A missed task caused by access is still something to communicate, not quietly omit.

Finally, distinguish the first visit from ongoing maintenance. If the starting condition requires extra work, describe and estimate that separately before the start. A routine scope should not silently absorb an initial restoration. Save a dated scope version and refer to it by name in the estimate and quote. This gives later conversations a common reference.

Worksheet: Walkthrough Record

Use during the site visit. Add one room sheet when the space below is insufficient. Distinguish observed facts from client statements and unresolved assumptions.

Client, site, date, contact, estimator, and reference

Priorities, occupancy pattern, proposed schedule, and start period

Area or ID	Surface / count	Condition / task	Question
[Area]	[Observed detail]	[Requested work]	[Unknown]

- ☐ All proposed rooms inspected, or unavailable rooms named.
- ☐ Equipment route, water, power, storage, and waste destination recorded.
- ☐ Access window, key/pass handover, alarm, and contact process discussed.
- ☐ Photo permission and information-handling boundaries recorded.
- ☐ Unfamiliar hazards or specialist requests referred for appropriate assessment.

Excluded or uninspected areas; initial-condition concerns

Questions to resolve, owner, and response date