COMMERCIAL JANITORIAL / 01

# BUILD THE FACILITY BRIEF

Give every provider the same operating and access starting point.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

**Facility type, general size, floors, and normal occupancy pattern**

**Address area, operating hours, and preferred service window**

**Primary contact, after-hours contact, and walk-through availability**

**Customer-facing, high-traffic, sensitive, or restricted areas**

**Existing service concerns and the result we want to improve**

**My three priorities for the first provider conversation**



Preparation only. Not a site safety or sanitation protocol; confirm facility-specific procedures.

COMMERCIAL JANITORIAL / 02

# MAP TASKS AND FREQUENCY

Describe the same requested work to every provider.

**Entry, reception, office, meeting, and shared-area tasks / frequency**

**Restroom, breakroom, kitchen, or customer-area tasks / frequency**

**Floor, carpet, glass, high-touch, and waste tasks / frequency**

**Periodic, seasonal, event, or condition-based work to discuss**

**Excluded areas or tasks requiring separate approval or specialist review**

**Consumables, liners, products, equipment, and storage responsibility**



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# PLAN ACCESS AND REVIEW

Tick only what is confirmed or clearly assigned.

- [ ] Facility areas and operating hours are listed
- [ ] Routine and periodic tasks are separated
- [ ] Preferred service days and time windows are identified
- [ ] Sensitive, restricted, or specialist areas are clearly flagged
- [ ] Supply, consumable, equipment, and storage responsibilities are ready to discuss
- [ ] Access credentials and alarm responsibilities have an assigned contact
- [ ] Supervision, substitutions, and absence coverage questions are ready
- [ ] Quality checks and the process for reporting concerns are defined

**Keys, badges, alarms, elevators, parking, loading, or check-in notes**

**Site-specific product, surface, equipment, or restricted-area questions**

**Quality review, service record, issue-reporting, and correction contact**



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# QUESTIONS FOR THE PROVIDER

Record what the provider confirms about this service plan.

**Scope: how will areas, tasks, and frequencies be documented?**

**Supplies: who provides products, consumables, equipment, and storage?**

**Site process: how are restrictions, surfaces, products, and hazards communicated?**

**Team: who performs, supervises, records, and covers the work?**

**Quality: how are missed tasks, concerns, and corrections handled?**

**Terms: service windows, changes, access duties, exclusions, and cancellation?**



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COMMERCIAL JANITORIAL / 05

# COMPARE THE SAME SERVICE

Use A and B in every box. Clarify differences before choosing.

**Provider A / Provider B / walk-through and proposal dates**

**Areas, routine tasks, periodic work, and frequencies - A / B**

**Team, supervision, supplies, equipment, records, and quality review - A / B**

**Access plan, service windows, written terms, exclusions, and open questions - A / B**

## READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai and start a commercial janitorial request. Share the facility type, service areas, schedule, access needs, and requested task frequencies so participating pros can compete for your business with proposals. Compare scope, supervision, supplies, quality review, timing, written terms, and fit.

Start a request

**One request. Every pro's best offer.**

Participation varies. A facility walk-through may be needed before a final service proposal.

Planning guide: https://www.pickyourpro.ai/services/commercial-janitorial

OSHA: Cleaning industry hazards and solutions (official reference)



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