OFFICE CLEANING / 01

LABEL THE OFFICE ZONES

Use neutral labels and ordinary descriptions. Keep addresses, tenant identities and security details private.

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

Zone A / general function / typical occupancy pattern

Zone B / general function / typical occupancy pattern

Zone C / general function / typical occupancy pattern

Shared-area label / use context / sensitivity question

Preferred service window / occupied-area coordination role

Excluded or privately handled area / provider question

Preparation only. Not a cleaning, chemical-use, sanitation, infection-control, safety, compliance or legal plan. Keep addresses, identities, keys, codes, alarms and restricted-area details private.

OFFICE CLEANING / 02

MAP TASKS AND FREQUENCY

Describe requested outcomes, not chemical or cleaning methods. Separate recurring, periodic and condition-based work.

Zone A / requested task outcome / recurring frequency

Zone B / requested task outcome / recurring frequency

Zone C / requested task outcome / recurring frequency

Periodic task / zone / proposed interval or trigger

Condition-based task / trigger / approval role

Excluded task, specialist dependency or open scope question

Preparation only. Not a cleaning, chemical-use, sanitation, infection-control, safety, compliance or legal plan. Keep addresses, identities, keys, codes, alarms and restricted-area details private.

OFFICE CLEANING / 03

ASSIGN ACCESS, SUPPLIES AND REVIEW

Tick what is organized. Keep credentials and restricted-area procedures in a separate private handoff.

- [ ] Neutral zone labels are consistent
- [ ] Recurring and periodic tasks are separated
- [ ] Condition-based work has an approval role
- [ ] Service windows and occupancy context are stated
- [ ] Supply and equipment responsibilities are assigned
- [ ] Credentials and restricted details stay private
- [ ] Quality review and issue follow-up are defined
- [ ] Scope changes require a written approval reference

Products, consumables, equipment and storage / responsible role

Access and occupied-area handoff / responsible role / private route

Quality check, issue log and correction follow-up / responsible role

Preparation only. Not a cleaning, chemical-use, sanitation, infection-control, safety, compliance or legal plan. Keep addresses, identities, keys, codes, alarms and restricted-area details private.

OFFICE CLEANING / 04

QUESTIONS FOR THE CLEANING PROVIDER

Ask every provider the same scope, responsibility, access and quality-handoff questions.

Zones: how will labels, tasks and frequencies appear in the scope?

Tasks: what is recurring, periodic, condition-based or excluded?

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

Access: how are windows and private handoffs coordinated?

Quality: what completion record and review process will be used?

Issues: how are corrections and approved changes documented?

Preparation only. Not a cleaning, chemical-use, sanitation, infection-control, safety, compliance or legal plan. Keep addresses, identities, keys, codes, alarms and restricted-area details private.

OFFICE CLEANING / 05

COMPARE THE SAME OFFICE SCOPE

Use Providers A and B with the same neutral zone and task list. Clarify scope differences before comparing proposals.

Providers A / B / proposal dates / zone-list version

Recurring, periodic and condition-based scope - A / B

Supplies, access roles, completion records and quality review - A / B

Issue follow-up, changes, exclusions, written terms and open questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Commercial Janitorial request for office cleaning. Share a non-sensitive zone, frequency and handoff brief so participating pros can compete with proposals. Compare recurring and periodic scope, supply roles, timing, quality review, issue follow-up, written terms and fit.

One request. Every pro's best offer.

Start a request

Participation varies. A private facility-access, product-procedure and provider-led walk-through may be needed before a final proposal.

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

OSHA: Protecting Workers Who Use Cleaning Chemicals (official reference)

EPA: Safer Choice (official reference)

Preparation only. Not a cleaning, chemical-use, sanitation, infection-control, safety, compliance or legal plan. Keep addresses, identities, keys, codes, alarms and restricted-area details private.