

Carpet cleaning scope of work

Fill in each section, attach your floor plan, and give every bidder the same copy.

Facility _____ Address _____

Prepared by _____ Date _____

Areas and carpet

AREA	APPROX. SQUARE FEET	CARPET TYPE AND MAKER
☐ Lobby and entrances		
☐ Corridors and elevator landings		
☐ Offices and meeting rooms		
☐ Classrooms, halls or event rooms		
☐ Stairs and landings		
☐ Other area		

Method and frequency

AREA	METHOD	VISITS PER YEAR
☐ Entrances and traffic lanes		
☐ Corridors		
☐ Offices and quiet rooms		
☐ Spot calls between visits		
☐ Equipment named for each area		

Preparation and furniture

☐ Pre-vacuuming of all areas before cleaning, and who does it
☐ Spot and gum removal before the main cleaning
☐ Pre-treatment of traffic lanes and entrances
☐ Furniture the bidder moves and returns to place
☐ Furniture our staff clears before the visit
☐ Tabs or blocks under furniture set back on damp carpet

Hours, drying and products

☐ Days and hours crews may work
☐ Time each area must be back in use
☐ Airflow equipment the bidder brings to speed drying
☐ No lingering chemical odor at reopening
☐ Cleaning products named and approved by us before use
☐ Warranty maintenance terms attached for the bidder to follow

Insurance and crews

- ☐ Certificate of insurance on file before the first visit
- ☐ Workers' compensation and liability coverage shown
- ☐ Background screening of crew members described
- ☐ Supervisor who inspects the work named

Inspection and sign-off

- ☐ Owner review of the work after each visit
- ☐ Written sign-off before the invoice is sent
- ☐ Window for the bidder to return and fix missed areas
- ☐ Billing only for carpet actually cleaned

Notes
