

Commercial Cleaning Walkthrough Sample

Use these two pages during an initial site visit to capture the core facts needed before defining a complete service scope and preparing a price.

Opportunity and site details

Cleaning company	
Prospect or client	
Site address	
Walkthrough date	
Primary contact	
Site type	Office / retail / medical / industrial / mixed use / other
Approximate floor area	
Operating hours	
Requested service start	

Access and service constraints

Item	Confirmed details	Follow up required
Service window		Yes / No
Entry and sign in		Yes / No
Parking and loading		Yes / No
Storage and utilities		Yes / No
Consumables responsibility		Yes / No

Important: Do not record alarm codes, passwords, lockbox combinations, key identifiers or other sensitive credentials. Record the access process and responsible contact instead.

Area Walkthrough and Initial Scope

Record what is observed and requested. Confirm frequencies and exclusions before using the information for pricing or a client proposal.

Area or zone	Observed condition	Requested task	Frequency	Included
Reception				Yes / No
Offices				Yes / No
Kitchen				Yes / No
Washrooms				Yes / No
Corridors				Yes / No
Floors				Yes / No
Glass				Yes / No
Waste points				Yes / No

Initial scope summary

Priority outcomes

Known exclusions

Assumptions to confirm

Information needed before pricing

Ready for the complete workflow

The full Real Create pack includes editable A4 and US Letter Word templates, matching PDFs, area-by-area records, a task and frequency matrix, responsibility prompts, constraints, exclusions and a proposal-ready scope summary.

[Get the complete pack at realcreate.etsy.com/listing/4566526608](https://realcreate.etsy.com/listing/4566526608)