

Commercial cleaning scope-of-work template

Scope template covering frequencies, task lists, exclusions, and quality checks for office or retail cleaning.

Persona: Owner or ops lead standardizing commercial cleaning delivery · **Format:** template

Scope summary

- Service location, access notes, and site contacts
- Frequency, service window, and staffing plan
- Consumables included vs client-provided

Included tasks by area

- Entrances + reception touchpoints
- Workstations, meeting rooms, and shared spaces
- Kitchens, washrooms, and waste handling
- Floors, glass, and high-touch surfaces

Quality + reporting cadence

- Weekly supervisor inspection checklist
- Monthly client walkthrough with scorecard
- Issues log with 24-hour response target

Exclusions + change control

- Out-of-scope deep cleans priced separately
- Specialist waste removal excluded

- Scope changes confirmed in writing

Generated 14/01/2026 • Toolfy enablement pack