

Office Cleaning Scope Builder

Use these notes to discuss scope. Confirm accepted work with your provider.
Keep access codes and private information off shared copies.

Business / location / authorized scope contact

Area / task / each visit / weekly / periodic / excluded

Supplies responsibility / replenishment question

Service window / secure access arranged separately

Office Cleaning Scope Builder

Use these notes to discuss scope. Confirm accepted work with your provider.
Keep access codes and private information off shared copies.

Extra work / approving contact / agreed method

Review date / agreed task / observation / response

Questions to resolve before booking

Agreed next step / responsible person / date
