REDEARTH CLEANING CO.

SCOPE FORM

Offices

Regular or one-off office cleaning, with carpets, glass and pressure washing

01 Business details

Business name | Contact name | Role

Phone | Email

Site address | Suburb

02 The site

Approx sqm | Levels | Staff on site | Workstations

Meeting rooms | Kitchens | Toilets | Private offices

Floors

- ☐ Carpet
- ☐ Hard floors
- ☐ Both

03 How often and when

Frequency

- ☐ One-off
- ☐ Weekly
- ☐ 2 x a week
- ☐ 3 x a week
- ☐ 5 x a week
- ☐ Not sure yet

Time

- ☐ After hours
- ☐ Early morning
- ☐ During the day

04 The scope

Tick what you want included

Work areas

- ☐ Desks wiped (clear desks)
- ☐ Phones and screens dusted
- ☐ Meeting rooms reset

Kitchens

- ☐ Benches and sinks
- ☐ Appliance fronts
- ☐ Dishwasher loaded
- ☐ Inside fridge
- ☐ Microwave
- ☐ Tables and chairs

Washrooms

- ☐ Toilets and urinals
- ☐ Basins and mirrors
- ☐ Restock your supplies

Floors and general

- ☐ Vacuum carpets
- ☐ Mop hard floors
- ☐ Bins and recycling
- ☐ Touch points sanitised
- ☐ Internal glass
- ☐ Entry and reception

Every so often

- [ ] Carpet steam clean
- [ ] Outside windows
- [ ] Pressure wash entry or car park

05 Access

- [ ] Keys or swipe card
- [ ] Alarm to set
- [ ] Site induction needed
- [ ] Parking for our team

Preferred start date

Best time for a free walkthrough

06 Notes

Anything else we should know

Send it back and we'll take it from there

Email it to admin@redearthcleaning.com.au or upload it in the chat at redearthcleaning.com.au.
We'll reply with a written scope and a fixed price before any work starts. Questions? Call 0447 197 492.