

Walkthrough Checklist (Lite)

A one-page version for your next commercial walkthrough.

Basics

Client / building

Walkthrough date Total building sq ft

Visits per week Hours available per visit

Paper, liners, soap supplied by ☐ Client ☐ Contractor

Areas

Length x width in feet. Skip rooms you won't clean. Count restroom fixtures instead of measuring restrooms.

Area type	Floor (C/H/M)	Cleanable sq ft
General office		
Conference / training room		
Break room / kitchenette		
Lobby / corridor (hard floor)		
Lobby / corridor (carpet)		
Stairwell		

Counts

Toilets Urinals Restroom sinks Trash containers

Ask before you leave

☐ What do you like and dislike about your current cleaning?

☐ Who decides on the cleaning contract, and who else needs to see the proposal?

☐ When does your current agreement end? Is there a notice period?

☐ Which days and hours can we clean? Any areas that are off-limits or secured?

☐ Who supplies paper towels, toilet tissue, liners and hand soap today?

From the Walkthrough-to-Proposal Bid Kit by Plainwork Kits. The full kit turns these numbers into a price you've stress-tested for a job that runs long, and a proposal ready to send. <https://plainworkkits.com>