Recurring cleaning proposal

Prepared for Office suite example · Two-floor office
EXAMPLE-01 · 1 November 2026

We propose the following recurring cleaning service for your office.

Service schedule

Area	Work included	Frequency
Desks & meeting rooms	Empty bins, wipe clear desks and vacuum traffic lanes.	3 × per service week
Kitchen & washrooms	Clean sinks, counters and fixtures. Mop hard floors.	3 × per service week
Entrance glazing	Clean internal entrance glass and touchpoints.	2 × per month

Weekly tasks are scheduled across 52 service weeks per year.

Monthly service fee
Per average month, before applicable taxes.

EUR 765.50

Scheduling and access

Weekday visits after closing. A named site contact will arrange entry and secure the site.

Scope and responsibilities

We supply the cleaning materials and equipment for the listed tasks.

Exclusions

External glazing, carpet extraction, washroom paper products and waste haulage are outside this scope.

Next steps and terms

Please confirm the service days and site access arrangements before the first visit.