

FACILITY CLEANING SCOPE BUILDER

A simple worksheet to help identify what needs to be cleaned - and how often.

Schedule your no
obligation site
assessment today!
www.sovereigncs.com
1-866-343-4676

Facility / Company

Approx. Sq. Ft.

Contact

Date

Operating Schedule

☐ 1 Shift ☐ 2 Shifts ☐ 3 Shifts ☐ 24/7

Desired Cleaning Schedule

☐ Mon-Fri ☐ 6 Days ☐ 7 Days ☐ Other: _____

1. SPACES & CLEANING FREQUENCY

Walk through your facility and identify the spaces that should be included in your cleaning program.

Area / Space	Include?	# of Areas	Times / Day	Days / Week
Offices / Administrative Areas	☐			
Restrooms	☐			
Breakrooms / Cafeterias	☐			
Lobbies / Entrances	☐			
Conference / Meeting Rooms	☐			
Hallways / Common Areas	☐			
Production Areas	☐			
Warehouse / Distribution Areas	☐			
Locker Rooms / Employee Areas	☐			
Training Rooms / Classrooms	☐			
Fitness / Wellness Areas	☐			

2. ROUTINE CLEANING NEEDS

Check the routine services you expect to be part of your cleaning program.

- | | |
|--|---|
| ☐ Trash & Recycling | ☐ Dusting / Surface Cleaning |
| ☐ High-Touch Surface Disinfection | ☐ Restroom Cleaning & Restocking |
| ☐ Breakroom / Cafeteria Cleaning | ☐ Vacuuming |
| ☐ Hard Floor Cleaning | ☐ Entrance / Glass Cleaning |
| ☐ Overhead Lights, Vents & Blinds | ☐ Other: _____ |

3. PERIODIC / PROJECT CLEANING

Identify services that may be needed less frequently than routine cleaning.

Service	Needed?	Approx. Frequency
Carpet Extraction	☐	
Floor Scrubbing / Refinishing	☐	
High Dusting	☐	
Interior / Exterior Glass	☐	
Deep Cleaning	☐	
Other: _____	☐	

4. FACILITY NOTES

High-traffic areas, special requirements, access restrictions, shift changes, or other considerations.

NOT SURE HOW OFTEN AN AREA SHOULD BE CLEANED?

That's okay. Sovereign Commercial Services can evaluate your facility, traffic patterns, operating schedule, and cleaning requirements to recommend an appropriate cleaning cadence based on industry standards. [Schedule your complimentary site assessment today](#) to determine the cleaning hours and staffing needed to get the job done right!