

# JANITORIAL SERVICE CHECKLIST

Everything You Need for  
an Accurate Quote



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Your current janitorial solution for your business is not working out. Starting a contract with a new company can be daunting. The Bay Area Janitorial Force Inc. is a company built on dependability, trust, and experience. You can rely on BAJFI to take the guess work out of hiring a new janitorial solution that's right for you and your business.

Here is everything you need for an accurate quote of janitorial services.



## INDIVIDUAL REQUIREMENTS AND EXPECTATIONS

- Determine how often you need a service to come in.
- Know what areas you wish to be cleaned and have them clearly defined. Also knowing their square footage will help the company provide you with an accurate quote.
- If the cleanliness of your facility is regulated by JCAHO, the CDC, and state government regulations, have a clear understanding of these requirements.
- Self-define and communicate what you consider good service and bad service.
- When connecting with the company, are they positive, articulate, and have a clear understanding of your needs?
- Determine if the company has experience providing services for facilities within your industry.
- Make sure the company provides an accurate and thorough quote based on a site visit, not over the phone.



## SAFETY. DOES THE COMPANY...

- Easily provide you with a proof of license and insurance.
- Provide employees with training on proper use of supplies and equipment.
- Provide MSDS for all cleaning solutions used in your facility.
- Understand and Comply with the latest CDC guidelines.



## COMPLIANCE. ENSURE THAT...

- Workers can obtain required certifications (HIPAA or background checks) for working in your facility.
- The company is compliant with Property Service Workers Protection Act AB-1978.



## SUPPLIES. DOES THE JANITORIAL COMPANY...

- Use products to clean, disinfect, and sanitize the appropriate areas?
- Provide environmentally safe products at no extra cost?
- Provide all cleaning supplies and PPE for their employees?
- Provide cleaning supplies that are approved for handling COVID-19?



## TIME REQUIRED

- How much time is required to complete the tasks you've requested?
- Will the cleaning take place during, before, or after regular business hours?



## COMMUNICATION

- What are the available channels of communication?
- When is support available?
- What is the expected response time for communication?
- Are there any emergency or expedited cleaning provisions?
- How are on-site problems managed?
- Will there be a supervisor onsite during the cleanings?



## EMPLOYEES

- Are their employees drug tested?
- Do they conduct full criminal background checks on all of their employees?
- Do they enforce a no smoking policy on the client's property?
- What is the company's system for evaluating work and how often are these evaluations complete?
- How does the company determine and measure quality standards?



## SERVICES

- What is included in a routine cleaning?
- Does the company offer specialty services?



## COST

- What is their price per square foot?
- What are their prices for project-based cleaning services (cleaning only required a couple of times a year)?
- What are the cost for materials?
- Are there any fixed monthly fees?
- Are there any price caps and what are the scenarios where those would be applied?



Get accurate quotes for janitorial services so you don't run into unexpected costs later. Being prepared will save you time and money by getting it right the first time.



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