

# How to Estimate **JANITORIAL JOBS**

*Includes Forms and a Bid Calculator link*



**By Wayne Baxtrom**  
- The Janitorial Coach -  
52 Years in the Janitorial Business

# HOW TO BID AND GET JANITORIAL CONTRACTS

At the core of our business we have accounts. Some are good some are so so. The real challenge is to develop all top earners to make our business as profitable as possible. Easier said than done. What I can share with you is what I have learned over the many years in the business. The goal is to bid each and every opportunity right.

When I first started out I didn't have a clue as to what was reasonable or not. Our first real job was a restaurant which we cleaned every morning starting at 6 am. This job took two of us two hours to do and we billed \$60.00 Bear in mind this was in 1968. We each took \$20.00 and left \$20.00 for the company. Not the greatest but it was a start.

Later we bought our first truck and lettered the doors which lead us to our second job. Our neighbor who was a maintenance foreman for the Wrigley Chewing Gum factory in Chicago stopped by and asked us if we were interested in giving him a quote to clean part of his facility. They were looking for someone to clean their personal department and their main cafeteria on second shift as the didn't want their employees in the personal department. What a challenge.

After I took a look at the area I still had no idea as to what to bid. The job called for two people 8 hours each from 4pm to midnight. Pretty simple so I came up with a number of \$5,500 per month and to my surprise they took it. After the first 30 days when we were sorting out our results we were surprised to see that we were netting over \$ 2,000 after payroll, taxes and supplies. This was our first big break and we had that job for over 5 years when the company picked up and moved their whole company down south to avoid the unions.

Looking back I can say that I was defiantly lucky, but I joke and say that I bid this job using the SWAG method -- *Scientific Wild Asses Guess* method. Try not to use this method if you can avoid it. These type of jobs making 50% margins are few and far between. Job after job the experiences gave me a really good idea of what was acceptable in my area. Each region of the USA may be slightly different, but if you follow this easy formula you won't go wrong.

# How to Estimate Janitorial Jobs

It's a numbers game and you won't get every job you bid. In fact the overall average is 1 in 4 or if you are really good 1 in 3. So don't be disappointed keep on bidding. Let's start with the the basic Monday thru Friday cleaning. Let's start by breaking out the different types of facilities you'll be quoting on.

## GENERAL OFFICES

These are usually the easiest to clean and as a general rule we can use the 3000 square foot per man hour ratio. Cleaning general offices cover:

1. emptying the trash and replacing the liners where necessary
2. dusting all horizontal surfaces under 72"
3. spot cleaning all glass
4. vacuuming all carpeting
5. sweeping all tile floors
6. damp mopping all tile floors
7. cleaning and sanitizing all bathrooms

This scope covers most all general offices.

## MEDICAL SUITES

As a rule these take more time so figure 2000 square feet per man hour. These are a little more difficult even with todays added Covid 19 challenges.

1. empty all trash and replace liners where necessary
2. dusting all surfaces under 72"
3. spot clean all glass
4. vacuum all carpeting
5. sweeping all tile floors
6. damp mop all tile floor with a disinfecting cleaner
7. clean and sanitize all bathrooms
8. extra care should be given to exam rooms
9. clean and sanitize all exam room sinks

# How to Estimate Janitorial Jobs

This scope covers most medical suites

## **FACTORY OFFICES/PLANT**

Here the offices are good with 3000 square feet per man-hour but plant can be 4000 square feet per man hour. These are also more difficult to clean especially if you are including the plant.

1. empty all trash and replace liners where necessary
2. dusting all surfaces under 72"
3. spot clean all glass
4. vacuum all carpeting
5. sweeping all tile floors
6. damp mop all tile floor
7. clean and sanitize all bathrooms and locker rooms
8. empty all plant trash containers
9. clean all plant offices

These are hard because there will always be factory workers present sometimes one cleaning a day is not enough sometimes two shifts are required.

## **RETAIL STORES**

These are also hard because in the case of a grocery store the floors get trashed every day. The rule of thumb here is usually one full time 8 hour a night for every 25,000 of floor space. Some of these big box stores can use as many as 6 to 8 full-time cleaners.

1. swept all tile floors
2. run the automatic scrubber over all tile area
3. high speed buff all tile floors
4. clean all front door glass
5. clean and sanitize all bathrooms
6. empty all trash from office and each checkout
7. usually monthly reapply fresh floor finish

Most of the time this work is done during 3 shift from 12:00 midnight to 8:00 am.

# How to Estimate Janitorial Jobs

## CAR DEALERSHIPS

This is another fairly difficult job to do because it is actually two different jobs , one being the front with it's showroom floor and offices and the other being the back or garage service area. As a rule of thumb use 3000 square foot per man-hour on the front and 2000 square foot per hour on the back service area.

### Front and Showroom

- emptying the trash and replacing the liners where necessary
- dusting all horizontal surfaces under 72"
- spot cleaning all glass
- vacuuming all carpeting
- sweeping all tile floors
- damp mopping all tile floors
- buffing showroom floor as needed
- cleaning and sanitizing all bathrooms

### The Shop Service Area

- empty all trash containers
- swept all floors
- run the automatic floor scrubber over needed areas
- clean and sanitize service personnel's desks
- clean and sanitize service waiting area

Download a Free Bidding Proposal Package below, or print out the Package on the following pages.

[Click Here to Download a FREE Bidding Proposal Package](#)

[Click Here to Download a FREE Bidding Calculator](#)

**Important Note:** Download the Calculator and open in Microsoft Excel for best results. It may not work correctly in the browser window.

# How to Estimate Janitorial Jobs

DESCRIPTION OF SERVICE		FREQUENCY OF SERVICE										AS DIRECTED (EXTRA COST)
1. GENERAL HOUSEKEEPING A. Lobby and Executive Offices		DAILY	ODD DAYS M-W-F	EVEN DAYS 1-TH	WEEKLY	SEMI-MONTHLY	MONTHLY	BI-MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUAL	
1.	Completely empty wastebaskets.											
2.	Remove trash to disposal containers.											
3.	Empty and clean all ashtrays.											
4.	Dust all hard furniture (exposed), such as: shelves, ledges and bookcases.											
5.	Dust all exposed file cabinets.											
6.	Dust all telephones with lint-free non treated cloth.											
7.	Damp clean and sanitize all telephones.											
8.	Damp clean and sanitize all drinking fountains.											
9.	Dust mop with treated mop all tile floors.											
10.	Light vacuum all open carpeted areas with special emphasis on entrances & traffic areas.											
11.	Low dust all other horizontal surfaces to hand height.											
12.	Damp cleaned exposed desk tops.											
13.	Damp clean countertops.											
14.	Spot clean lobby glass, including glass doors.											
15.	Spot clean partition glass and doors.											
16.	Spot damp mop tile areas to remove spillage and/or track-in.											
17.	Spot clean fingerprints from doors, frames, sills, light switches, kick and push plates, etc.											
18.	Wash desks, chairs, and file cabinets.											
19.	Clean and service sand urn (sand and screen to be furnished by customer).											
20.	Wash and dry all wastebaskets.											
21.	Clean and wash blackboards (customer to leave "WASH ME" sign).											
22.	Damp clean ceiling diffusers.											

# How to Estimate Janitorial Jobs

DESCRIPTION OF SERVICE	FREQUENCY OF SERVICE										
	DAILY	ODD DAYS M-W-F	EVEN DAYS T-TH	WEEKLY	SEMI-MONTHLY	MONTHLY	BI-MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUAL	AS DIRECTED (EXTRA COST)
<b>I. GENERAL HOUSEKEEPING</b>											
<b>A. Lobby and Executive Offices (cont'd)</b>											
23. Dry clean, with chemical sponge, area immediately adjacent to diffuser.											
24. Dry dust wood paneled walls.											
<b>B. General Offices</b>											
1. Completely empty wastebaskets.											
2. Remove trash to disposal containers.											
3. Empty and clean all ashtrays.											
4. Dust all hard furniture (exposed), such as: shelves, ledges and bookcases.											
5. Dust all exposed file cabinets.											
6. Dust all telephones with lint-free non treated cloth.											
7. Damp clean and sanitize all telephones.											
8. Damp clean and sanitize all drinking fountains.											
9. Dust mop with treated mop all tile floors.											
10. Light vacuum all open carpeted areas with special emphasis on entrances and traffic areas.											
11. Low dust all horizontal surfaces to hand height.											
12. Damp clean exposed desk tops.											
13. Damp clean countertops.											
14. Spot clean lobby glass, including glass doors.											
15. Spot clean partition glass and doors.											
16. Spot damp mop tile areas to remove spillage and/or track-in.											
17. Spot clean fingerprints from doors, frames, sills, light switches, kick and push plates, etc.											
18. Heavy vacuum all open carpeted areas.											
19. Wash desks, chairs, and file cabinets.											
<b>DESCRIPTION OF SERVICE</b>											
<b>FREQUENCY OF SERVICE</b>											

# How to Estimate Janitorial Jobs

DESCRIPTION OF SERVICE	FREQUENCY OF SERVICE										AS DIRECTED (EXTRA COST)	
	DAILY	ODD DAYS M-W-F	EVEN DAYS T-TH	WEEKLY	SEMI-MONTHLY	MONTHLY	BI-MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUAL		
<b>I. GENERAL HOUSEKEEPING</b>												
<b>B. General Offices (cont'd)</b>												
20. Clean and service sand urn (sand and screen to be furnished by customer).												
21. Wash and dry all wastebaskets.												
22. Clean and wash all blackboards (customer to leave "WASH ME" sign).												
23. Damp clean ceiling diffusers.												
24. Dry clean with chemical sponge area immediately next to diffusers.												
25. Sweep clean stairwells. Vacuum.												
26. Clean inside and outside of elevators.												
<b>C. Laboratory and Laboratory Offices</b>												
1. Clean offices as in (B).												
2. Laboratory equipment and countertops to be cleaned by customer employee's.												
3. Clean sinks as instructed by customer.												
4. Dust mop floors with treated mop.												
5. Damp mop floors for spillage and/or track-in.												
6. Dust window sills and ledges when they are exposed.												
<b>II. WASHROOM SANITATION</b>												
1. Clean, sanitize and wipe dry all porcelain fixtures.												
2. Clean and polish all chrome faucets and fixtures.												
3. Damp clean and sanitize both sides of toilet seats.												
4. Damp clean all glass and mirrors.												
5. Empty all containers and disposals, insert liners where required.												
6. Damp clean exterior of all containers.												
7. Empty sanitary napkin containers.												



# How to Estimate Janitorial Jobs

<b>II. WASHROOM SANITATION</b> (cont'd)		DAILY	ODD DAYS M-W-F	EVEN DAYS T-TH	WEEKLY	SEMI-MONTHLY	MONTHLY	BI-MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUAL	AS DIRECTED (EXTRA COST)
8.	Empty and clean all ashtrays.											
9.	Dust metal partitions.											
10.	Sweep and/or dust mop floor.											
11.	Damp mop floors with germicidal cleaner.											
12.	Spot damp clean metal partitions.											
13.	Damp clean entire metal partitions.											
14.	Dust mop top of lockers.											
15.	Damp clean exposed exterior of lockers.											
16.	Scrub walls and floors of shower room.											
17.	Damp wipe the walls around sinks and towel dispensers.											
18.	Damp clean entire tile walls.											
19.	Remove fingerprints from doors, frames, sills, light switches, kick and push plates, etc.											
20.	Refill all dispensers. Supplies to be furnished by:											
	by: <input checked="" type="checkbox"/> Client											
	Alpha Building Maintenance Service											
21.	Low dust all exposed horizontal surfaces to hand height.											
22.	Dust all furniture.											
23.	Damp clean diffuser outlets.											
24.	Dry clean area adjacent to diffuser outlets.											
<b>III CAFETERIA, LUNCHROOM and Other Eating Areas</b>												
1.	Damp clean and sanitize table tops.											
2.	Damp clean backs and seats of chairs.											
3.	Damp clean pedestals and legs.											
4.	Damp clean inside and outside of microwave ovens.											

DESCRIPTION OF SERVICE

FREQUENCY OF SERVICE

# How to Estimate Janitorial Jobs

DESCRIPTION OF SERVICE	FREQUENCY OF SERVICE										AS DIRECTED (EXTRA COST)	
	DAILY	ODD DAYS M-W-F	EVEN DAYS T-TH	WEEKLY	SEMI-MONTHLY	MONTHLY	BI-MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUAL		
<b>III CAFETERIA, LUNCHROOM and Other Eating Areas (cont'd.)</b>												
5. Empty all trash and garbage containers, insert liners where required.												
6. Damp clean and sanitize exterior of all trash and garbage containers.												
7. Damp clean and sanitize drinking fountains.												
8. Remove fingerprints from doors, frames, sills, light switches, kick and push plates, etc.												
9. Dust all exposed horizontal surfaces to hand height.												
10. Spot clean interior glass in partitions and doors.												
11. Clean entire glass in partitions and doors.												
12. Sweep and/or dust mop floors.												
13. Damp mop floors.												
14. Empty and clean ashtrays.												
<b>IV MACHINE FLOOR WORK</b>												
1. Machine polish open tile areas.												
2. Machine polish corridors.												
3. Spray buff open tile areas.												
4. Spray buff corridors.												
5. Spray scrub open tile areas.												
6. Spray scrub corridors.												
7. Machine scrub and refinish. _____												
8. Strip, clean and refinish all tile areas.												
9. Clean and polish baseboards.												
10. Strip, clean and refinish all tile areas within thirty (30) days from the beginning date of services for a one (1) time initial clean-up charge of \$ _____												

# How to Estimate Janitorial Jobs

<b>V. CARPET CARE (in addition to vacuuming).</b>	DAILY	ODD DAYS M-W-F	EVEN DAYS T-TH	WEEKLY	SEMI-MONTHLY	MONTHLY	BI-MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUAL	AS DIRECTED (EXTRA COST)
1. Inspect and professionally remove, if possible, any spots and/or stains.											
2. Edge tool vacuum all edges and hidden areas under desks.											
3. Professionally machine shampoo entire open areas.											
4. Professionally machine shampoo entire areas (file cabinets and bookcases will not be moved).											
5.											
6.											
7.											
8.											
<b>VI WINDOW WASHING</b>											
1. Clean all office exterior windows inside and outside.											
2. Clean all partition glass.											

# How to Estimate Janitorial Jobs

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Required
<b>B. Washrooms</b>							
1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, Hand basins.	X						
2. Clean and sanitize all flush rings, drain and over-flow outlets.	X						
3. Clean and polish all chrome fittings.	X						
4. Clean and sanitize all toilet seats.	X						
5. Clean and polish all glass and mirrors.	X						
6. Empty all containers and disposals, insert liners as required.	X						
7. Wash and sanitize all containers.							X
8. Empty and sanitize interior of sanitary container.	X						
9. Empty and damp clean ash trays.	X						
10. Dust partitions.	X						
11. Spot clean partitions.	X						
12. Wash and sanitize partitions.			X				
13. Dust tops of lockers.	N/A						
14. Wash and sanitize exterior of lockers.	N/A						
15. Remove spots, stains, splashes from wall area adjacent to hand basins.	X						
16. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.	X						
17. Refill all dispensers to normal limits — napkins, soap, tissue, towels, liners, seat holders, cups. Supplies to be furnished by client and/or Complete Cleaning Co. Inc. and invoiced accordingly.	X						
18. Low dust all horizontal surfaces to hand height including sills, moldings, ledges, shelves, frames, ducts, heating outlets.	X						
19. High dust above hand height all horizontal surfaces including shelves, ledges, moldings, pipes, ducts, heating outlets, etc.		X					
20. Dust all furniture including tables, chairs, etc.	X						
21. Dry clean diffuser outlets in ceilings or walls. Vacuum			X				
22. Dry clean area adjacent to diffuser outlet. Vacuum			X				
23. Flush toilet bowls and urinals with a bowl disinfectant.	X						
24. Strip & clean all soil & soap scum in shower areas.							X
25. Wash glaze tile.				X			
EXTENT OF SERVICE	FREQUENCY OF SERVICE						
<b>C. Eating Areas</b>							
<input type="checkbox"/> Cafeteria <input checked="" type="checkbox"/> Lunchroom <input type="checkbox"/> Vending <input checked="" type="checkbox"/> Coffee Station							
1. Wash and sanitize table tops, damp clean seats and backs of chairs.	X						
2. Wash pedestals or legs.		X					
3. Clean, polish and refill napkin holders.	N/A						

# How to Estimate Janitorial Jobs

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Required
<b>C. Eating Areas (continued)</b>							
4. Empty and damp clean ash trays.	X						
5. Empty all containers and disposals, sanitize interior.	X						
6. Wash and sanitize exterior of all containers.	X						
7. Clean and sanitize drinking fountain.	X						
8. Remove fingerprints from doors, frames, light switches, kick and push plates, handles.	X						
9. Low dust all horizontal surfaces to hand height including sills, moldings, ledges, shelves, frames, ducts, heating outlets, etc.	X						
10. High dust above hand height all horizontal surfaces including shelves, ledges, moldings, pipes, ducts, heating outlets, etc.		X					
11. Wash and sanitize chairs.			X				
12. Spot clean interior glass in partitions and doors.	X						
13. Clean entire interior glass in partitions and doors.			X				
14. Clean fronts and tops of vending machines.	N/A						
15. Sanitize microwave, daily and refrigerator monthly							

EXTENT OF SERVICE	FREQUENCY OF SERVICE						
	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Required
<b>D. Floors — Resilient and Hard and Carpets</b>							
1. Dust mop or sweep all hard floor areas.	X						
2. Damp mop.	Washrooms with a germicidal solution.	X					
	All hard floor areas.	X					
3. Machine polish.	All tiled floors utilizing a high speed buffer.		X				
4. Refinish all tiled floors to maintain adequate protective coating.			X				
5. Strip and refinish all tiled floors.	Additional charge						
6. Clean and polish baseboards.	Accomplished in conjunction with Item 5.						
7. Vacuum open areas.		X					
8. Inspect for spots and stains; remove if possible.		X					
9. Pre-spot, shampoo & steam extract carpeted areas	Additional Charge of Negotiable			(Upon Request)			

# How to Estimate Janitorial Jobs

## Alpha Building Maintenance Services

### CONTRACTOR AGREEMENT

This Contractor Agreement (Hereinafter "Agreement") is made on this day of 6th, May,  
2014 between

(Hereinafter "Client")

and

(Hereinafter "Contractor")

It is agreed as follows:

#### ARTICLE ONE – Cleaning Specialist Service

##### 1. RETAINER.

The Client hereby agrees to retain the Contractor to provide cleaning services as the Client and the Contractor may from time to time agree upon, (the "Services") and the Contractor hereby agrees to provide such Services to the Client.(Hereinafter "Services")

a) A copy of the services to be completed will be provided by the Client to the Contractor unless otherwise stated within this agreement. Any modification of the services shall be conducted in writing by both parties. The parties agree that while the Contractor is performing the services this does not create an employee/employer relationship nor does it form a partnership between the parties.

\_\_\_\_\_  
Signature

# How to Estimate Janitorial Jobs

## 1.2 TERM OF AGREEMENT

This Agreement shall begin on **TBD** and stay in effect until either party gives a full 30 days notice of agreement cancellation. Upon completion of this Agreement the Contractor shall return any property or documentation belonging to the Client and the Client shall return any property or documentation belonging to the Contractor.

- a) The Contractor will not be responsible for financial loss, distress, sickness, or death that the Client may incur during or after the period of this agreement. The Client understands all risks that come with this agreement, and understands that they can not hold the Contractor liable for any damages.

## 1.3 PROVISION OF SERVICES

The services to be provided hereunder to the Client by the Contractor shall be provided by the Contractor or whomever the Contractor retains or delegates the work to. The Contractor shall devote such amount of time to completing the projects undertaken by the Contractor. It is agreed and acknowledged that the Contractor may provide cleaning services to other persons, firms, corporations, organizations, while this agreement remains in force.

## 1.4 BOARD POLICY AND INSTRUCTIONS.

The Contractor covenants with the Client that he will complete all projects at a proper standard as to quality and timeliness as befits his trade. The Client acknowledges that its policies and instructions may not limit, restrict or remove any power or discretion which might otherwise have been exercised by the Contractor in completing a project.

## 1.5 COMPENSATION DETAILS AND SCHEDULE

The Client agrees to pay the Contractor a service fee of \_\_\_\_\_, every month for 2-40 hour a week cleaners. The Client will make payment to the Contractor before the 15th of every month for the completion of all services specified within this Agreement for the previous month. All outstanding balances more than 30 days will be marked overdue and be subject to a 5% late fee penalty on top of stop of service. All outstanding balances more than 60 days will be marked unpaid, subject to a 10% late fee penalty, and sent to a collection agency for reporting to the credit bureaus

## 1.6 BONUS OR OTHER COMPENSATION

# How to Estimate Janitorial Jobs

When and if the Contractor provides specialty services to the Client, the Contractor will invoice the Client for the specialty services on a separate invoice from the general cleaning invoice. The Contractor will inform the Client of the total cost for the specialty service, and will require a work order from the Client for it.

---

Signature

## ARTICLE TWO – Covenants

### 2.1 DELEGATION OF SERVICES

The Contractor is at liberty to delegate the performance of the services to anyone the Contractor may choose as long as the Contractor provides security information (Names, Vehicle Make & Models) on who will be in the building to perform the services on a nightly basis.

### 2.2 WARRANTY OF SERVICES

The Contractor warrants that all services shall be completed within the times agreed upon at the outset of the project unless the time for completion of the project is changed or extended by mutual agreement in writing. The Contractor agrees and warrants that all services performed shall be of a professional quality, and the Contractor agrees to rectify any deficiencies immediately upon notification by the Client.

### 2.3 TENDER FOR BIDS

The Client agrees and warrants to the Contractor that no bids will be solicited or accepted from other cleaning & janitorial companies during the term of this agreement except until 30 days or less remaining on it. The Contractor understands that the Client may decide to change service providers in the future; therefore the Contractor will allow a window of 30 days before agreement expiry so that the Client may look at other cleaning & janitorial companies.

### 2.4 TOOLS OF THE TRADE

The Contractor is at liberty to supply its own equipment and supplies unless otherwise agreed upon with the Client in writing. The client may ask the Contractor to provide the Client with a single price including equipment.

### 2.5 COMPLETION OF PROJECT

The Contractor shall be responsible for the completion of the project.

## ARTICLE THREE – Independence of Cleaning Specialist

### 3.1 HOURS OF SERVICE



# How to Estimate Janitorial Jobs

The Contractor is free to service the Client such hours as he elects to provide the service is completed between the hours agreed upon at the start of this agreement.

## **3.2 MANNER OF SERVICE**

The Contractor shall control the manner in which the services are performed & completed, and shall be responsible for determining how to do the work, and what resources and time is required whether or not other people shall be retained by the Contractor for the purpose of completing the project.

\_\_\_\_\_  
Signature

## **ARTICLE FOUR – Termination**

### **4.1 TERMINATION OF AGREEMENT BY CLIENT**

The Client may terminate this agreement at any time by giving the Contractor a full 30 days notice of agreement cancellation in writing.

**4.2 TERMINATION OF AGREEMENT BY CONTRACTOR** The Contractor may terminate this Agreement at any time by giving the Client a full 30 days notice of agreement cancellation in writing.

## **ARTICLE FIVE – Capacity**

### **5.1 CAPACITY OF CONTRACTOR**

It is acknowledged by the parties here to that the Contractor is being retained by the Client in the capacity of Independent Contractor and not as an employee of the Client. The Client and the Contractor acknowledged and agree that this agreement does not create a partnership or joint venture between them.

## **ARTICLE SIX – General Contract Provisions**

### **6.1 HEADINGS**

Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this agreement.

### **6.2 ENTIRE AGREEMENT**

This Agreement between these parties with respect to all of the matters herein and its execution has not been included by, nor do any of the parties rely upon or regard as material, any representations or writings whatever not incorporated herein and made a part hereof and may not be amended or modified in any respect except by written instrument signed by the

# How to Estimate Janitorial Jobs

parties hereto. Any schedules referred to herein are incorporated by reference and form part of the Agreement.

## 6.3 LEGAL MATTERS

Should any legal action be required to enforce or interpret any part of this Agreement; the winning party shall be entitled to their legal costs. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

\_\_\_\_\_  
Signature

## 6.4 AGREEMENT MODIFICATIONS

Any modification to any section of this Agreement shall be conducted in writing by both parties.

## 6.5 GOVERNING LAW

This Agreement shall be construed in accordance with the laws of the State/Province of **Bridgeview, Illinois**, without regard to the jurisdiction in which any action or special proceeding may be instituted.

## 6.6 COMMUNICATION

Any Communication required between the parties concerning the terms in this Agreement shall be made in writing.

The Client has provided the following as contact information:

**Address:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

The Contractor has provided the following as contact information:

**Alpha Building Maintenance Services**

The parties hereby indicate by their signatures below that they have read and agree with the terms and conditions of this Agreement in its entirety.

**Client:**

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Signature:**

# How to Estimate Janitorial Jobs

**IN WITNESS WHEREOF** the parties have duly executed this Commercial Cleaning Contractor Agreement this \_ day of \_ .-

SIGNED,  
SEALED AND DELIVERED  
in the presence of

---

**Witness**

# How to Estimate Janitorial Jobs

## Task-Based Work Loading

We recommend task-based work loading to most cleaning businesses when bidding office cleaning; this 'ground up' approach calculates and uses a custom cleaning time/visit as the proper starting point in the process of setting competitive and profitable prices.

This average cleaning time per visit is determined by adding all the individual times needed to perform all the cleaning tasks required by the prospective client in each area of the building.

**Task-based work loading uses specific building data such as size of areas (i.e. room dimensions), floor types (Le. carpet, tile) and fixture counts (i.e. toilets, sinks)**

Following the work specifications, a cleaning time/visit is calculated using a combination of:

- 1) multiplying the sq. ft of each area by the associated production rate for each task (i.e. min/1,000 sq. ft) scheduled to be performed in the area, and/or
- 2) multiplying fixture counts by the time required to clean those fixtures (i.e. minutes/fixture);

Following the cleaning frequency schedule for all tasks, even periodic or detailed office cleaning tasks can be factored into the average cleaning time per visit and reflected in the price.

**YES, Since Bidding Based on Actual, Custom Task Schedules By Area WORKS, Task- Based Work Loading Probably IS Right for You!!**

Having a calculated cleaning time per visit allows small and mid size janitorial business owners to move forward confidently, figuring their total cleaning hours per month, as well as factoring in wages, taxes, overhead and profit to determine their final monthly price.

In summary, cleaning business owners who start the bidding process by calculating an average cleaning time using task-based workloading are miles ahead of competitors who simply use a one-size-fits-all price/sq. ft., mere guesstimating or an 'overall building' production rate.

Fortunately, there is a fast, easy and convenient janitorial bidding software and app that uses **task-based work loading** to bid office cleaning jobs...

# How to Estimate Janitorial Jobs

[CleanGuru.com](http://CleanGuru.com) offers first time members a free 30 day trial to all of its cleaning business software including CleanBid, today's most popular janitorial bidding software and mobile app which uses task-based work loading. Plus, be sure to check out our sample cleaning proposals and video blog.

In the real estate appraisal business the conventional method for appraising a home is to use two methods: 1) replacement cost, and 2) comparables sold in the area. Taking these two numbers and averaging. This get you as close to the real number as possible.

In the Janitorial Service Business it is not a bad idea to use two also. 1) square foot 2) estimated time plus overhead and profit then average these two.

I need to mention small jobs because they cannot use the conventional method for bidding. I work with three way to go -- \$25.00 per hour for one or two hours -- then I go \$23.00 for three to five hours -- and \$20.00 per hour for over 5 hours. These are also for once a week service.

# How to Estimate Janitorial Jobs

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## About the Author



*Wayne Baxtrom, The Janitorial Coach*, has over 52 years experience in the cleaning business. He has started 3 multi-million dollar Janitorial Businesses — the last being sold for over \$6,000,000. Recently retired, Wayne still feels the fire in his belly to stay active. He is motivated by his desire to help any and all folks making their living in the cleaning industry.

Wayne offers Janitorial Business Programs for startups and seasoned pros. To learn more about how Wayne can help your business grow, visit [www.TheJanitorialCoach.com](http://www.TheJanitorialCoach.com) and schedule your free Discovery Call.