

Job Estimate

Address: _____

Frequency / Day: _____

Company: _____

By: _____

Category	No.	Task	Period	Qty.	Unit
Dusting					
Dusting	101	Dusting, high places and hard to reach	_____ 28	_____	Min.
Dusting	427	General Dusting	_____ 28	_____	Min.
Elevator					
Desk	101	Desks - Wipe if free of paper	_____ 90	_____	Each
Elevator	101	Elevator tracks - vacuum & wash	_____ 7	_____	Each
Floor	125	Thorough wet mop	_____ 7	_____	sq. ft
Floor-Carpet					
Floor	401	Floor, Carpet - Vacuum & spot clean	_____ 7	_____	sq. ft
Floor-Resilient					
Floor	125	Thorough wet mop	_____ 7	_____	sq. ft
Kitchen					
Cupboard	201	Cupboard, Clean outside thoroughly	_____ 180	_____	Min.
Sinks	102	Sinks - clean	_____ 7	_____	Each
Lights					
Lights	110	Lights Ceiling - damp wipe	_____ 180	_____	Each
Office					
Desk	101	Desks - Wipe if free of paper	_____ 7	_____	Each
Desk	102	Desks - wash top & sides	_____ 28	_____	Each
Furniture	101	Furniture/Chairs, - wipe	_____ 14	_____	Min.
Furniture	201	Furniture, upholstered-vacuum thoroughly	_____ 28	_____	Min.
Furniture	403	Furniture, move: Clean Behind	_____ 180	_____	Each
Plants					
Dusting	427	General Dusting	_____ 28	_____	Min.
Reception					
Counter	417	Wipe thoroughly	_____ 7	_____	Min.
Desk	101	Desks - Wipe if free of paper	_____ 7	_____	Each
Desk	102	Desks - wash top & sides	_____ 28	_____	Each
Furniture	101	Furniture/Chairs, - wipe	_____ 14	_____	Min.
Furniture	201	Furniture, upholstered-vacuum thoroughly	_____ 28	_____	Min.

Category	No.	Task	Period	Qty.	Unit	
Special Special: walls, floors						
Walls Floors						
Ceiling	1	Ceiling - wash	_____	365	_____	sq. ft
Floor	112	Floor, resilient - Scrub, wax & buff	_____	365	_____	sq. ft
Floor	406	Floor, Carpet - Steam Clean	_____	365	_____	sq. ft
Vents	103	Vents, ceiling/wall - wash	_____	365	_____	Vent
Wall	103	Walls - Annual, wash thoroughly	_____	365	_____	sq. ft
Trash Run Trash Run						
Trash	412	Remove trash	_____	7	_____	Min.
Trash	422	Wash Can	_____	56	_____	Each
Walls Walls						
Wall	432	Wipe as needed	_____	14	_____	Min.
Washroom Washroom						
Counter	417	Wipe thoroughly	_____	7	_____	Each
Sinks	102	Sinks - clean	_____	7	_____	Each
Washroom	2	Clean Toilets/Urinals	_____	7	_____	Each
Washroom	3	Replenish Towels, Soap, Toilet paper	_____	7	_____	Min.
Windows Windows						
Blinds	203	Venetian Blinds - Wipe	_____	56	_____	Min.
Window	2	Monthly - interior - thorough wash	_____	28	_____	Each
Window	3	Semi-Annual, exterior wash	_____	180	_____	Each

Special Needs and Notes: