OSSO CLEANING

FREE PLANNING WORKSHEET

Fill in digitally or print and write.

Office cleaning scope planner

Agree the areas, tasks and frequency before comparing quotes. This is a planning worksheet, not a fixed cleaning specification.

Workplace / suburb

Prepared on

Write the agreed frequency and any exclusions for each area.

Area / example tasks	Frequency	Notes / exclusions
Reception / entry Counters, entry glass and agreed floors		
Work areas Clear desks and agreed shared touch points		
Floors Vacuuming and hard-floor cleaning		
Kitchen / break room Benches, sink and appliance exteriors		
Bathrooms Toilets, basins, mirrors and floors		
Bins / recycling Agreed bins and waste streams		

Periodic work to quote separately if required

- ☐ Carpet steam cleaning
- ☐ Detail / high dusting
- ☐ Floor treatment

Cleaning window / access arrangements

Priority or follow-up item

Confirm the final scope, access and price in writing. Tasks above are examples and are included only when agreed.