CleanOptix
CLEANING OPERATIONS

Cleaning specification template

What is cleaned, to what standard, how often — and what is not in the contract.

Write the standard as an outcome somebody could audit, not as an activity. 'Vacuum daily' describes what happens; 'floors free of visible debris and marks at the start of the working day' describes what the client is buying. Fill in the exclusions section — it is cheap now and expensive in month four.

CLIENT	SITE	CONTRACT REFERENCE
PREPARED BY	DATE	VERSION

THE SITE

Areas covered

Approximate floor area or room count

Hours work may be carried out in

Occupancy and footfall

Anything with restricted access or its own rules

Client's site contact

DAILY SPECIFICATION

Area — task — standard expected — frequency.

Area — task — standard — frequency

Area — task — standard — frequency

Area — task — standard — frequency

Area — task — standard — frequency

Area — task — standard — frequency

Area — task — standard — frequency

Area — task — standard — frequency

Area — task — standard — frequency

Area — task — standard — frequency

Area — task — standard — frequency

PERIODIC AND DEEP-CLEAN WORK

Kept separate from the daily specification, and placed on dates in the schedule.

Task — area — frequency — who carries it out

Task — area — frequency — who carries it out

Task — area — frequency — who carries it out

Task — area — frequency — who carries it out

Task — area — frequency — who carries it out

© 2026 CleanOptix. Free to print, copy and use in your business. Not for resale. Please keep this notice.
Contains public sector information licensed under the Open Government Licence v3.0. General guidance, not legal advice. Checked October 2026.

Task — area — frequency — who carries it out

EXCLUSIONS — WHAT IS NOT IN THIS CONTRACT

The section nobody wants to write and everybody needs.

	EXCLUDED	INCLUDED
High-level cleaning above safe reach	☐	☐
External windows	☐	☐
Internal windows above safe reach	☐	☐
Kitchen extract and canopy cleaning	☐	☐
Clinical, hazardous or regulated waste	☐	☐
Carpet and upholstery deep cleaning	☐	☐
Hard floor stripping and sealing	☐	☐
Washroom consumables supply	☐	☐
Confidential waste	☐	☐
Snow, ice and external grounds	☐	☐
Pest control	☐	☐
Moving furniture and client property	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

WHO PROVIDES WHAT

The commonest source of friction after scope.

Consumables — who buys, who stocks

Cleaning chemicals

Equipment and machines, and who maintains them

Replacement of damaged equipment

Water, power and sluice access

Secure store with power and ventilation

Waste disposal and where waste goes

Welfare facilities for cleaning staff

ANYTHING SPECIFIC TO THIS SITE

AGREEMENT AND REVIEW

PREPARED BY

DATE

CLIENT SIGNATURE

DATE

VERSION THIS SUPERSEDES

REVIEW DUE

© 2026 CleanOptix. Free to print, copy and use in your business. Not for resale. Please keep this notice.
Contains public sector information licensed under the Open Government Licence v3.0. General guidance, not legal advice. Checked October 2026.