



COMMERCIAL CLEANING COMPANY EVALUATION CHECKLIST

Compare up to 3 providers before signing a contract

BUSINESS / SITE DETAILS

Business Name:

Premises Type (Office / Medical / Gym / Retail / Warehouse / School etc.):

Address / Suburb:

Total Area (m²) or No. of Rooms:

Cleaning Frequency Required:

Access Time (Business Hours / After Hours / Weekends):

Special Requirements (Security, Keys, Alarm, Waste, etc.):

PROVIDER COMPARISON TABLE

Evaluation Criteria	Provider A	Provider B	Provider C
ABN / Registered Business	☐	☐	☐
Public Liability Insurance (Min. \$10M)	☐	☐	☐
Workers' Compensation Cover	☐	☐	☐
Police-Checked Cleaning Staff	☐	☐	☐
Experience in Your Industry	☐	☐	☐
Site Inspection Completed Before Quote	☐	☐	☐

Evaluation Criteria	Provider A	Provider B	Provider C
Supplies Equipment & Commercial-Grade Chemicals	☐	☐	☐
WHS Compliant + MSDS Available	☐	☐	☐
Provides Written Cleaning Checklist	☐	☐	☐
Supervisor / Account Manager Assigned	☐	☐	☐
Quality Control System (Reports / Sign-Offs)	☐	☐	☐
Re-Clean Guarantee if Work is Missed	☐	☐	☐
Flexible Contract Terms / No Lock-In	☐	☐	☐
After-Hours / Weekend Cleaning Available	☐	☐	☐
Extra Services Offered (Carpets, Windows, etc.)	☐	☐	☐

QUESTIONS TO ASK EACH PROVIDER

1. Who will be cleaning our site — permanent team or rotating staff?
2. What happens if a cleaner doesn't show up?
3. Do you provide a written checklist for every clean?
4. Can you supply references from similar businesses?
5. Are your chemicals safe for workplaces with children, staff or patients?
6. Do you supply consumables (bin liners, toilet rolls, soap etc.)?
7. Do you charge extra for emergency or one-off requests?
8. How do you handle key access, alarm codes or building security?
9. What is the notice period if we are not satisfied with service?

RED FLAGS TO WATCH FOR

- ☒ No insurance or cannot provide certificate
- ☒ No written checklist or cleaning scope
- ☒ Quote is much cheaper than others

- ☒ No site inspection before quoting
 - ☒ No WHS documents or MSDS sheets
 - ☒ Cash-only or no ABN
 - ☒ Staff not police-checked
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DECISION SUMMARY

Decision Category	Provider Chosen
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Best Value	
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Most Reliable	
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Most Compliant & Insured	
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Final Selection	
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Clean Effortlessly – Commercial Cleaning Specialists in Sydney

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