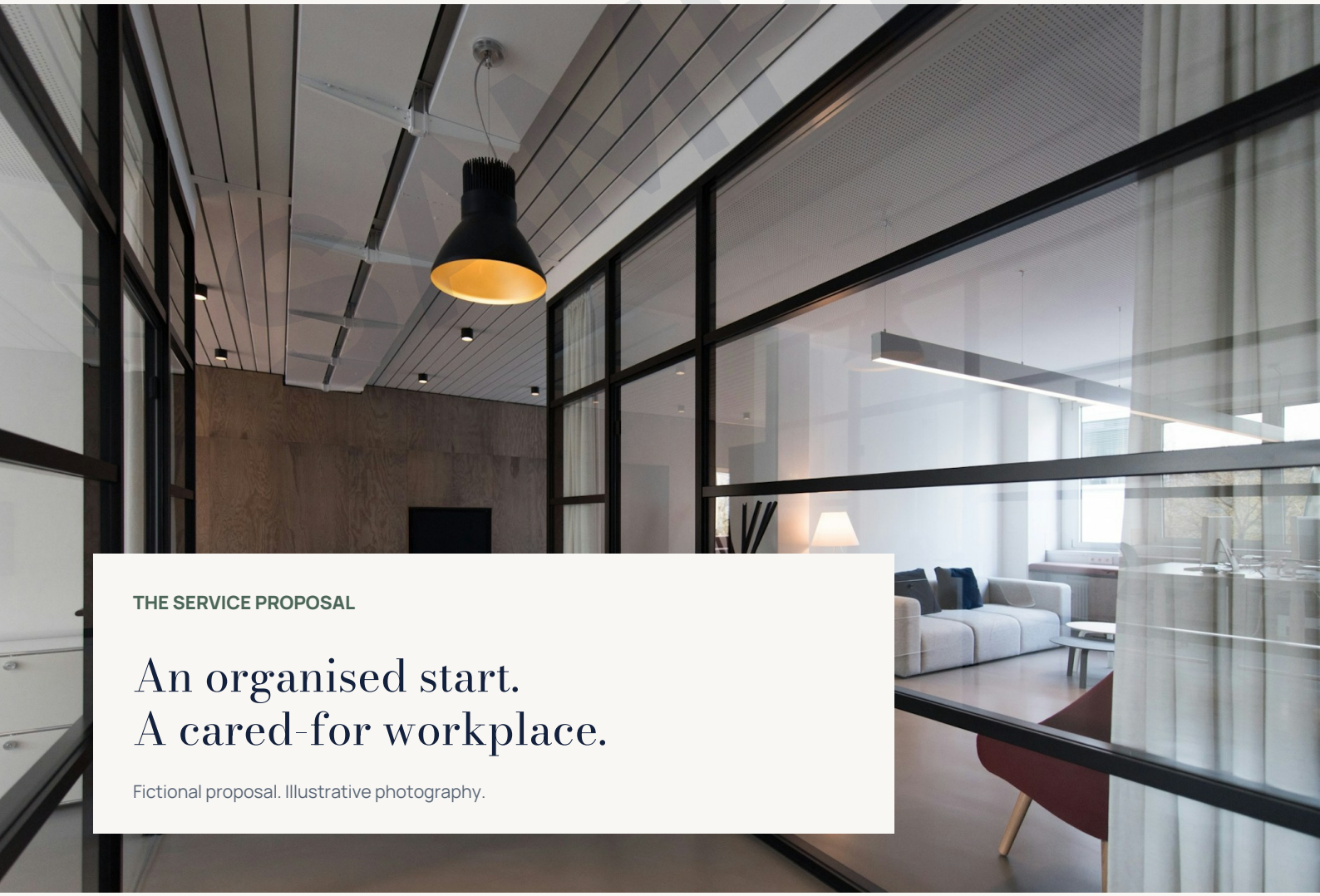
CLEANING & FACILITIES

A better place to work.

A considered approach to workplace care.
Planned around people. Checked in practice.

SAMPLE



THE SERVICE PROPOSAL

An organised start.
A cared-for workplace.

Fictional proposal. Illustrative photography.

01 / EXECUTIVE PROPOSAL

Care that fits the working day.



ILLUSTRATIVE WORKPLACE

UNDERSTANDING THE REQUIREMENT

A clean workplace should support the people using it, with a method that fits the building and the way it operates.

In this fictional scenario, the buyer needs cleaning across two occupied office buildings. Reception areas, shared kitchens, meeting rooms and washrooms have different use patterns, access constraints and inspection needs.

Our proposed service starts with a joint site survey. We will translate the agreed scope into area-specific task schedules, brief the team on the building and give the buyer a clear route for requests, exceptions and feedback.

SAMPLE

01 Understand

Survey the spaces and agree the required standard.

02 Deliver

Match tasks, materials and cover to site needs.

03 Check

Inspect, correct and confirm completion.

02 / METHOD STATEMENT

A method built around the site.

BUYER REQUIREMENT / Explain how you will mobilise and deliver a consistent cleaning service in occupied workplaces.

Start with a joint walkthrough

We will survey each area with the buyer to confirm use, floor types, access times, storage and the condition at handover. The supervisor will record any excluded areas, existing defects or tasks requiring specialist approval so that the starting position is understood by both parties.

Translate the survey into tasks

The agreed specification will identify the area, task, frequency, method and inspection point. Reception and circulation routes will be scheduled around footfall; kitchens and washrooms will receive task-specific instructions. Periodic work will be planned separately so that it does not disappear into the daily routine.

Prepare the team before launch

Each team member and relief colleague will receive a site induction covering access, alarms, restricted areas, waste routes and incident reporting. The supervisor will demonstrate the approved method, check understanding and record completion before the person works independently.

Control materials and equipment

We will confirm product suitability for each surface and agree the storage arrangements with the buyer. The team will follow the approved product instructions and site method statements. Equipment checks and stock records will be included in the supervisor's opening routine.

Keep delivery visible

The cleaner will record completed tasks and any area that could not be accessed. The supervisor will inspect against the agreed acceptance standard, allocate rework where needed and confirm that the issue has been corrected. The buyer will receive exceptions and actions through a shared service log.

Respond without losing routine work

Urgent requests will be assessed for impact and prioritised by the supervisor. If the request changes the agreed scope or requires additional resource, the contract manager will confirm the proposed action with the buyer. Any displaced routine task will be rescheduled and remain visible until completed.

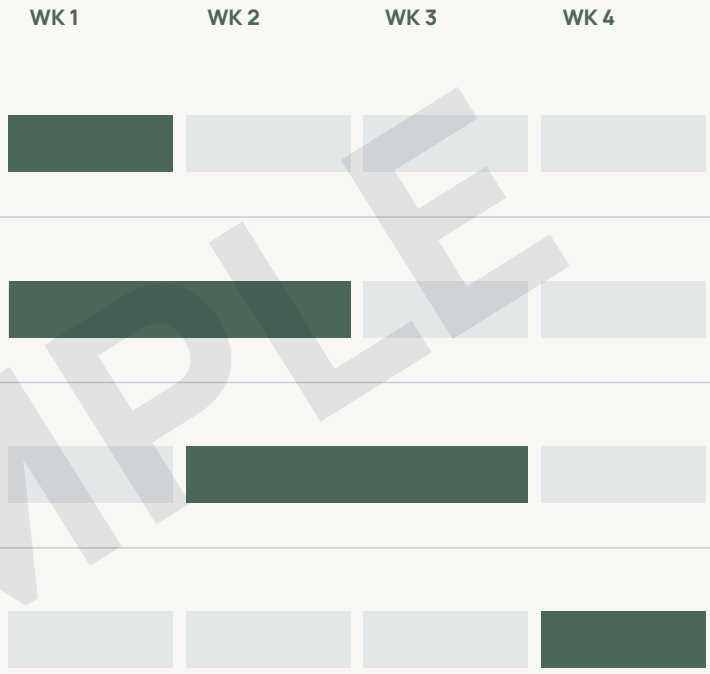
Sample method only. The final specification, safe working arrangements, staffing and materials must be verified for the actual sites.

SAMPLE

03 / MOBILISATION

Ready from day one.

A proposed four-week mobilisation that connects site knowledge, trained cover and a signed-off cleaning schedule.



SAMPLE

THE GO-LIVE GATE

Readiness is a decision, not just a date.

The contract manager and buyer will review induction records, staffing cover, equipment readiness and the task schedule before launch. Any incomplete action will have a named owner and an agreed temporary control.

FIRST TEN WORKING DAYS

Daily check-in with the buyer, a live issue log and a review of corrective actions. Move to the agreed review cycle once the service is stable.

04 / QUALITY ASSURANCE

A standard you can see and check.

Inspection is linked to a defined acceptance standard, a named action owner and a recorded recheck. A completed task is not the same as an accepted result.

AREA	ACCEPTANCE CHECK	RECORD
Reception & routes	Visible surfaces free from debris; touchpoints completed; routes left clear.	Area check and exceptions
Meeting rooms	Tables and accessible surfaces attended to; waste removed; room left ready.	Task completion record
Kitchens	Agreed touchpoints, worktops and sinks attended to using the approved method.	Area check and supply needs
Washrooms	Agreed fixtures and touchpoints completed; consumables checked and replenished.	Inspection and recheck log

SAMPLE

WHEN A CHECK FAILS

Record

Note the location, issue and impact.

Correct

Assign an owner and agree the action.

Recheck

Inspect again and confirm closure.

Illustrative inspection criteria. The buyer and supplier would agree the final standards, frequencies and reporting arrangements during mobilisation.

05 / GOVERNANCE & EVIDENCE

Confidence comes from the detail.

The proposed review pack brings together delivery, exceptions and improvement actions. Every action has an owner; unresolved risks stay visible until the buyer agrees the next step.

At the service review

Review trends, open actions, feedback and changes to the agreed scope.

When an issue repeats

Identify the cause, agree a corrective action and check whether it worked.

EVIDENCE TO SUPPORT THE PROPOSAL

01	Staffing & cover	Approved rota; induction records; relief arrangements.
02	Site method	Agreed task schedule; product information; site instructions.
03	Quality control	Inspection form; exception log; corrective-action record.
04	Service governance	Review agenda; action log; change approval process.

SAMPLE

ABOUT THIS SAMPLE

This is a fictional proposal created to demonstrate Bid Flow's writing and presentation style. It is not a client project or evidence of contract wins. Proposed methods and evidence references are illustrative; no supplier credentials or achieved results are claimed.

Photography: Nastuh Abootalebi / Unsplash. Images are illustrative.