

---

# Hotel Cleaning Proposal

## 1. Cover Page

- Hotel Name and Logo
- Proposal Title: "Cleaning Services Proposal for [Client/Organization Name]"
- Submission Date
- Prepared by: [Hotel Representative's Name, Title]
- Contact Information: [Phone, Email, Address]

## 2. Executive Summary

- **Objective:** Provide professional and thorough cleaning services.
- **Key Benefits:** Trained staff, use of eco-friendly products, consistent quality.
- **Proposal Overview:** Brief on scope of cleaning services offered.

## 3. Scope of Services

- **Areas to be Cleaned:**
  - Guest rooms, public areas, kitchens, restrooms.
- **Cleaning Frequency:**
  - Daily, weekly, or as per requirement.
- **Special Services:**
  - Deep cleaning, carpet cleaning, sanitization.

## 4. Cleaning Process

- **Standards:**
  - Adherence to health and safety regulations.
- **Equipment:**

- Use of advanced cleaning tools and supplies.
- **Staff:**
  - Trained and uniformed cleaning staff.

## **5. Financial Details**

- **Pricing Structure:**
  - Per area or hourly rates.
  - Discount for long-term contracts.
- **Payment Terms:**
  - Monthly invoicing, deposit requirements.

## **6. Terms and Conditions**

- Client responsibilities (e.g., access to cleaning areas).
- Liability for damages.
- Cancellation policies.

## **7. Conclusion**

- Emphasis on quality and reliability.
- Call to action for signing the agreement.