BrightNest Cleaning

Weekly Office Cleaning Proposal

12-month service agreement for Harbor Dental Clinic

Prepared for: Harbor Dental Clinic, Practice Manager

Prepared by: BrightNest Cleaning

Proposal date: 1 March 2025 · Valid for 30 days

Company names, people, addresses and prices in this document are fictional examples.

1. Summary

BrightNest Cleaning proposes a weekly cleaning service for Harbor Dental Clinic over a 12-month term. Our team will keep the reception, waiting room, treatment rooms, staff areas and restrooms clean, hygienic and presentable, with a monthly deep clean and a clear quality check after every visit.

The example price is €930 per month excluding VAT, or €11,160 for the 12-month term. A fixed monthly fee keeps budgeting simple, and there are no extra charges for the included services.

2. What is included

Tasks are grouped by how often they are done. Clinical disinfection protocols remain the responsibility of the clinic; our team follows the clinic's written infection-control instructions.

Frequency	Services	Areas
Every visit (weekly)	Dust and wipe surfaces, empty bins, clean and disinfect washbasins and toilets, mop hard floors, restock soap and paper, vacuum carpets	Reception, waiting room, treatment rooms, staff room, restrooms
Every visit (weekly)	Clean touchpoints: door handles, light switches, chair arms, counters, lift buttons	All common and clinical areas
Monthly	Deep clean: descale taps and showers, clean behind and under equipment (where safe to move), wipe cabinet fronts, clean skirting boards	All areas
Quarterly	Window sills and interior glass, upholstery vacuum and spot clean, light fittings dusted	Waiting room, reception, offices

3. Schedule

- Standard visit: one visit per week, Tuesday, 18:00 to 21:00 (example; after clinic hours).
- Monthly deep clean: performed in the last visit of each calendar month, with an extra hour included.
- Holiday cover: visits are moved to the nearest working day when the clinic is closed. We give at least 5 working days' notice of changes.
- Access: our staff receive a key card or code for the agreed hours. Access logs are kept and shared on request.

4. Price

The table below shows an example price per month and for the full 12-month term. All amounts are in euro and exclude VAT.

Item	Price per unit	Units / month	Monthly (€)
Weekly cleaning visit (included services in section 2)	€180.00	4	720.00
Monthly deep clean add-on	€150.00	1	150.00
Consumables (soap, paper, bin liners)	€60.00	1	60.00
Monthly total			**930.00**
Yearly total (12 months × €930.00)			**11,160.00**

Monthly invoices are issued on the first working day of each month, payable within 14 days. The monthly fee is fixed for the term; the yearly total is the sum of the twelve monthly invoices.

5. Quality checks

- A supervisor inspects each site once per month against a written checklist; the score is shared with the practice manager.
- A visit log is signed by the cleaner and the clinic contact at each visit, noting any issues.
- Issues reported by the clinic are acknowledged within 2 working hours and fixed by the next visit, or sooner if urgent.
- A quick feedback form is available at reception; scores below target trigger a review meeting within 10 working days.

6. Terms

- Term: 12 months from the start date, renewing monthly after that unless either party gives 30 days' written notice.
- Staff: background-checked employees, insured for public liability and employer's liability (certificates provided on request).
- Materials: BrightNest supplies cleaning products and equipment, which are compatible with dental clinic surfaces.
- Confidentiality: our staff do not access patient records and sign a confidentiality agreement.
- Price review: prices may change at renewal with 60 days' notice, capped at the national inflation rate.

7. Next steps

- Confirm the proposal and preferred start date with the practice manager.
- Walk through the premises together for a 30-minute site visit and agree on the checklist.
- Sign the service agreement and set up access, key cards and the visit log.
- First visit and quality check within the first two weeks of the start date.

Contact: BrightNest Cleaning, hello@brightnest.example, +00 000 000 000 (fictional details).