

Cleaning Proposal Comparison Template

Compare cleaning proposals on more than headline price, so you can see what each one is actually offering.

Cleaning quotes that look similar on price can hide very different levels of service — different hours, different vetting, different insurance, different consumables inclusion. This template lines proposals up side by side on the factors that actually matter, not just the number at the bottom.

Download the template

A side-by-side comparison grid with every row below, ready to fill in for each proposal you receive.

Comparison criteria

Criterion	What to check
Monthly price	Confirm it is a full, fixed figure including VAT status, not a starting-from price
Hours/frequency quoted	Match against your specification — a lower price often means fewer hours
What's included	Consumables, one-off deep cleans, call-outs — included or extra?
Staffing model	Directly employed (PAYE) staff, or subcontracted?
Vetting level	DBS / Disclosure Scotland PVG / AccessNI, appropriate to your site
Insurance	Employers' Liability (compulsory) and Public Liability level held
Accreditations	SafeContractor/CHAS, ISO 9001/14001/45001, Constructionline, if relevant to you
Quality monitoring	How and how often is quality audited and reported?
Mobilisation plan	Timeline from signing to go-live; TUPE approach if you have existing staff
Contract term & notice	Length of term and notice period to end or not renew
Price review mechanism	How and when the price can change (e.g. annual NLW-linked review)

Why the cheapest quote can cost more

A price below the cost of properly employing, vetting and insuring a cleaner (National Living Wage GBP 12.71 from April 2026, plus employer's National Insurance, holiday pay and insurance) usually means something is being cut — fewer hours than quoted, no vetting, or minimal insurance. Compare like for like on hours and inclusions before comparing the final figure.

Scoring the comparison

Give each proposal a simple score (e.g. 1-5) against each criterion that matters to you, weight the criteria that matter most (often specification match, insurance and vetting), and use the weighted total alongside price — not price alone — to decide.

Prepared by Optus Glean UK — nationwide commercial cleaning. For a free site survey and a fixed monthly quote, visit optusglean.co.uk/quote or call 0330 027 2159. This template is provided as a practical starting point and is not legal advice.