

Cleaning Specification Template

An output-based specification that defines exactly what a clean site looks like, area by area.

An output-based cleaning specification describes the standard to be achieved in each area of a building, rather than dictating every method a cleaner must use — for example "washroom floors visibly clean and dry with no odour" rather than "mop washroom floor." This gives the contractor room to work efficiently while giving the buyer a clear, auditable standard.

Download the template

A fillable area-by-area specification grid, structured exactly as set out below.

How to structure the specification

List every distinct area type on site (reception, offices, washrooms, kitchens, corridors, meeting rooms, external), and for each one define the task, the frequency, and the acceptable output standard. Avoid vague terms like "clean thoroughly" — describe what "clean" actually looks like when the task is done.

Example specification grid

Area	Task	Frequency	Output standard
Reception	Dust and polish surfaces; vacuum/mop floor; empty bins; clean glass entrance doors	Daily	Free of dust, marks and litter; glass streak-free
Open-plan offices	Empty bins; vacuum carpets; dust desks (clear areas only) and surfaces	Daily	No visible litter, dust or staining; bins not overflowing
Washrooms	Clean and disinfect WCs, basins, mirrors; refill consumables; mop floor	Daily, checked twice on high-traffic sites	No limescale, odour or residue; consumables always in stock
Kitchens/break-out	Wipe surfaces and appliance exteriors; empty bins; mop floor	Daily	Surfaces free of spills and residue; floor dry and non-tacky
Corridors/stairwells	Vacuum/mop; dust handrails and skirting	Daily or 3x/week	Free of litter, marks and dust build-up
High-level/periodic	Dust high ledges, light fittings, vents; deep-clean carpets/floors	Monthly/quarterly	No visible dust build-up on inspection
External (bins, entrance)	Sweep entrance; manage bin store	Daily/weekly	Entrance free of litter; bin store tidy and not overflowing

BICSc colour-coded equipment

Reference the British Institute of Cleaning Science (BICSc) four-colour coding system so equipment (cloths, mops, buckets) is never cross-contaminated between areas: red for washrooms and toilets, blue for general low-risk areas, green for catering and food-contact areas, and yellow for higher-risk or isolation areas. See our BICSc colour-coding guide and printable colour-coding poster.

Consumables and materials

Specify who supplies consumables (soap, paper towels, bin liners) and to what minimum standard, and which cleaning chemicals are approved for use — cross-referenced to a COSHH assessment for each product.

Linking to frequency and KPIs

Once the specification is agreed, translate it into an area-by-area frequency matrix for staff rotas, and a KPI scorecard for ongoing monitoring.

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.