

# Commercial Cleaning Walkthrough Kit

A starter kit for janitorial and commercial-cleaning operators who need better walkthrough notes, cleaner bid follow-up, and stronger first-impression systems.

Commercial-cleaning owners, sales leads, and operations coordinators

## GUIDE

A starter kit for janitorial and commercial-cleaning operators who need better walkthrough notes, cleaner bid follow-up, and stronger first-impression systems.

## WHAT THIS ASSET COVERS

- Commercial Cleaning Walkthrough Intake Sheet
- Front Door Score Tool for Small Businesses
- Booking Readiness Checklist for Small Businesses
- Website Conversion Audit Checklist for Small Businesses

## SUGGESTED ROLLOUT

1. Capture walkthroughs with cleaner scope notes and fewer omissions.
2. Score the current front door so proposal and callback leaks become visible.
3. Tighten readiness before site visits and bid handoff.
4. Improve website and inquiry-path conversion for commercial accounts.

## WORKING ASSET

Includes:

- Commercial Cleaning Walkthrough Intake Sheet
- Front Door Score
- Booking Readiness Checklist

- Website Conversion Audit Checklist

## USE THIS KIT TO

- improve walkthrough notes
- tighten bid follow-up
- strengthen contract conversion

## DEPLOYMENT NOTES

### HOW STRONG TEAMS ACTUALLY USE THIS ASSET

- Assign one accountable owner instead of letting "Commercial Cleaning Walkthrough Kit" become shared but unmanaged work.
- Use it with commercial-cleaning owners, sales leads, and operations coordinators in a weekly rhythm so the asset drives decisions rather than sitting in a folder.
- Decide in advance what counts as green, watch, and red performance so the team knows when to escalate.
- Capture learnings directly in the document every week so the asset becomes smarter over time instead of resetting to zero.

### 30-DAY ROLLOUT SEQUENCE

- Capture walkthroughs with cleaner scope notes and fewer omissions.
- Score the current front door so proposal and callback leaks become visible.
- Tighten readiness before site visits and bid handoff.
- Improve website and inquiry-path conversion for commercial accounts.

### WHAT SEPARATES A SERIOUS VERSION FROM A BASIC TEMPLATE

- Clear ownership for every step, not generic advice without accountability.
- Targets, thresholds, or decision rules that tell the team what good looks like.
- Specific working components: Commercial Cleaning Walkthrough Intake Sheet, Front Door Score Tool for Small Businesses, Booking Readiness Checklist for Small Businesses, and more.
- A built-in review cadence so the document becomes part of operations rather than a one-time download.