

Template - Building Facts Sheet to include in RFP

BUILDING FACTS - \_\_\_\_\_

Building name or Portfolio

Building name: \_\_\_\_\_

Address: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Days of the week service is to be performed: \_\_\_\_\_

Total Cleanable Square Footage:

1. Non - Medical Tenant Areas: \_\_\_\_\_
2. Medical Tenant Areas: \_\_\_\_\_
3. Common Areas: \_\_\_\_\_
4. Total Cleanable Area: \_\_\_\_\_
5. Current Cleanable Area: \_\_\_\_\_

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GENERAL BUILDING INFORMATION

Number of Floors \_\_\_\_\_

Number of Stairwells \_\_\_\_\_

Elevators (number of  
carpet passenger) \_\_\_\_\_

Elevators (number of  
tiled passenger) \_\_\_\_\_

Elevators (number of  
freight) \_\_\_\_\_

Cafeteria (Yes or No) \_\_\_\_\_

Number of Entry Mats \_\_\_\_\_

How are Tenant Restroom and Breakroom Supplies Handled

Tenant Provides \_\_\_\_\_ Building Provides \_\_\_\_\_

Recycling Program (Yes or No) \_\_\_\_\_

Dumpsters (Yes or No) \_\_\_\_\_

Number of Day People Cleaning Required \_\_\_\_\_ x 40 hours/week

Contract Expiration Date: \_\_\_\_\_

Number of Public Restrooms: \_\_\_\_\_

Number of Private Restrooms: \_\_\_\_\_

Periodic deep cleaning of common area carpets and floors included in nightly cleaning price

Yes \_\_\_\_\_ No \_\_\_\_\_