SAPPHIRE HOMES CLEANING

Office cleaning visit brief

Weekly general-cleaning enquiries | Print and discuss with the team

Use this with the team to agree the work. It does not confirm a booking or define which tasks are included in a service.

1 Plan your weekly preference

Office area: _____ Office type: _____

Preferred day: _____ First visit date: _____

Session requested: morning 8am-12pm / afternoon 1pm-5pm.

Tools: I will prepare them / I would like to request them (circle one).

Access, parking or building arrangements to discuss:

_____

2 Agree three office priorities

Write each area and requested work. Confirm what fits the agreed session.

1. _____

2. _____

3. _____

Anything to leave untouched or handle with special care:

_____

3 Prepare access and work areas

- ☐ Put away documents and items that should not be handled.
- ☐ Clear small items from the surfaces and floors you want cleaned.
- ☐ Point out delicate surfaces and restricted workplace areas.
- ☐ Keep the booking contact reachable during the visit.
- ☐ Have the agreed access and parking arrangements ready.

4 Review and plan the next visit

- ☐ Review agreed areas and raise questions before the cleaner leaves.
- ☐ Note any different priorities for a future visit.
- ☐ Confirm the next preferred day and availability with the team.
- ☐ Agree any changed work, tools or price before the next booking.

Current packages and tools arrangements: sapphirehomescleaning.com/pricing.html

Weekly arrangements: sapphirehomescleaning.com/office.html