

Cleaning Service Request Form (Commercial Buildings)

Use this **cleaning service request form** sample to efficiently schedule and manage cleaning tasks for commercial buildings. It ensures clear communication of cleaning requirements, frequency, and special instructions. Streamline your facility maintenance by providing detailed service requests with this customizable template.

Company/Organization Name:

Contact Person:

Email Address:

Phone Number:

Building Address:

Number of Floors:

Total Area (sq.ft.):

Type of Cleaning Service Required:

-- Select --

Service Frequency:

-- Select --

Preferred Service Date(s):

Specific Areas to Clean:

e.g., Offices, Restrooms, Lobby, Conference Rooms

Special Instructions/Requirements:

e.g., Use eco-friendly products, after business hours, alarm instructions

Submit Request