

COMMERCIAL CLEANING MONTHLY EXPENSE SPREADSHEET

Office Cleaning and Janitorial Services

Facility / Location:

Month / Year:

Prepared By:

Approved By:

EXPENSE CATEGORY / LINE ITEM	BUDGETED (\$)	ACTUAL (\$)	VARIANCE (\$)	STATUS	NOTES / INVOICE #
1. Contracted Janitorial Services					
Regular Scheduled Cleaning (Daily/Weekly)					
Day Porter Services					
2. Periodic & Deep Cleaning Specialty Services					
Carpet Steam Cleaning & Extraction					
Hard Floor Stripping & Waxing					
Window Washing (Interior & Exterior)					
Upholstery & Furniture Cleaning					
Post-Construction / Deep Disinfection					
3. Consumable Supplies & Restock					
Paper Products (Paper Towels, Toilet Tissue)					
Soap, Sanitizers, & Dispensers					
Trash Liners & Waste Bags					
4. Equipment, Tools & Chemicals					

EXPENSE CATEGORY / LINE ITEM	BUDGETED (\$)	ACTUAL (\$)	VARIANCE (\$)	STATUS	NOTES / INVOICE #
Cleaning Chemical Agents & Solutions					
Hardware (Mops, Brooms, Microfiber Cloths)					
Machinery Maintenance (Vacuums, Buffers)					
5. Emergency & Ad-Hoc Services					
Emergency Biohazard/Spill Response					
Unscheduled Waste/Bulk Trash Removal					
TOTAL CLEANING EXPENSES					