

OFFICE CLEANING

Cost & Budget Template

Department:

Budget Period:

Prepared By:

Date:

TOTAL BUDGETED COST

TOTAL ACTUAL COST

REMAINING / VARIANCE

1. Contracted Janitorial Services

2. Specialized / Periodic Services (Carpet, Window, Deep Clean)

3. Consumable Supplies (Paper products, liners, soaps)

4. Cleaning Equipment, Maintenance & Repairs

TOTAL EXPENSES

Notes / Comments

Prepared By (Signature / Date)

Approved By (Signature / Date)