

SECOND ACT SYSTEMS FACILITY ASSESSMENT FORM

A companion tool to The Commercial Cleaning Walkthrough System
Fill this out on-site, during the walkthrough — not from memory afterward.

Facility Information

Facility Name: _____

Address: _____

Walkthrough Date: _____

Conducted By: _____

Decision-maker present Decision-maker NOT present

Name / Title of Contact: _____

Facility Type

Office Medical / Dental Industrial / Warehouse

Retail Educational Other:

Total Square Footage (per lease/blueprint): _____

Number of Floors: _____

Square Footage by Floor / Area

Measure or verify room by room. Treat any blueprint number as an estimate to confirm, not a final figure (Chapter 3).

Floor / Area	Sq Ft	Floor Type	Notes

Layout Complexity Scorecard (Chapter 3 Field Tool)

Score each factor from 1 (simple) to 3 (complex):

Factor	Score (1-3)

Total Score: _____

5-7 = standard rate | 8-11 = add 15-25% | 12-15 = add 30-50%+ (premium bid)

Restrooms

Restroom #	Toilets	Urinals	Sinks	Condition (G/F/P)	Partition Material

Break Rooms

Break Room #	Appliances	Dishwasher (Y/N)	Fridge Responsibility

Break Room #	Appliances	Dishwasher (Y/N)	Fridge Responsibility

Supplies & Consumables

Who provides paper products & soap: _____

Who restocks supplies: _____

Access & Logistics (Chapter 6)

Entry method: _____

Alarm system responsibility: _____

- Passenger elevator
- Freight elevator
- No elevator

Loading dock / equipment entrance: _____

Parking arrangements: _____

Noise restrictions / quiet hours: _____

After-hours contact name & number: _____

Red Flags Observed (Chapter 7 Decision Tree)

Cost Problems — reprice, don't decline:

- Visible neglect / heavy buildup
- Unusually complex layout for size
- Restrooms/break rooms in poor condition
- Multi-layer access approval process
- Facility type with higher compliance/payment-cycle overhead

Relationship Problems — walk away or price at maximum premium:

- Pattern of firing multiple vendors
- No one can approve contract or scope
- Price-shopping disconnected from quality
- Won't name a real emergency contact
- Evasive, irritated, or vague answers

Documentation Checklist (Chapter 8)

- Photos taken of all restrooms & break rooms
- Photos taken of pre-existing damage
- Direct client quotes recorded
- Follow-up email sent within 24 hours

Notes & Direct Client Quotes

REMEMBER

This form works alongside the Walkthrough Field Checklist, which reminds you what to check. This form is where you actually record what you find. Use both together on every walkthrough, and keep completed forms on file — they're your evidence if a scope dispute ever comes up (Chapter 8).