FLORIDA SPECIALTY CLEANING EXPOSURE WORKSHEET

Medical • Schools • Restaurants • Industrial • Warehouses • Specialty Operations

BEFORE YOU SAY YES TO THE ACCOUNT
The building you clean can change the risk just as much as the work you perform. Use this worksheet before accepting a new type of customer or specialty service so the scope, hazards, training, insurance, classifications, contracts, and pricing are reviewed before the crew starts.

1. Customer & Facility Profile

- Customer / facility name: _____
- Facility address: _____
- Facility type: Medical / School / Restaurant / Industrial / Warehouse / Post-Construction / Other
- Contract value: _____
- Proposed start date: _____
- Days / hours crews will work: _____
- Number of employees assigned: _____
- Subcontractors used: Yes / No
- Customer requires special training, credentials, background checks, or access procedures: Yes / No

2. Scope of Work

- Routine janitorial services are clearly defined.
- Floor care, stripping/waxing, carpet extraction, pressure washing, window cleaning, kitchen/hood-area cleaning, post-construction, industrial, or other specialty work is identified.
- Work performed above ground level is identified.
- Use of ladders, lifts, powered equipment, or specialized machinery is identified.
- Trash, waste, sharps, contaminated materials, grease, chemicals, or other unusual materials are identified.
- Customer-provided equipment, chemicals, or procedures are documented.
- Services specifically excluded from the contract are documented.

3. Medical & Healthcare Facility Review

- Potential exposure to blood, bodily fluids, sharps, medical waste, pharmaceuticals, or contaminated surfaces is identified.
- Employees receive task-appropriate training before work begins.
- Required PPE and disposal procedures are established.
- Restricted areas and access protocols are documented.
- Customer infection-control or cleaning protocols are reviewed.
- Any biohazard or specialized decontamination work is separately identified and reviewed.
- Insurance and contract requirements reflect the actual healthcare-related scope.

4. School & Educational Facility Review

- Work around students, minors, faculty, or after-school activities is identified.
- Background-screening or access requirements are reviewed.
- Cleaning schedules account for occupied buildings and public areas.
- Chemicals and equipment are secured from unauthorized access.
- Playgrounds, gyms, cafeterias, laboratories, and other special areas are identified.
- Incident-reporting and communication procedures are established.
- Customer contract requirements are reviewed before work begins.

5. Restaurant & Food-Service Facility Review

- Kitchen, food-preparation, dining, grease, floor, restroom, and waste-area responsibilities are clearly defined.
- Grease and slip/fall exposures are addressed in procedures.
- Chemicals used around food-service areas are reviewed.

- Hot surfaces, cooking equipment, and restricted kitchen equipment are identified.
- Trash, grease, or waste handling responsibilities are documented.
- Any hood, exhaust, duct, or other specialized cleaning is separately identified and reviewed.
- Work timing and handoff procedures are coordinated with restaurant management.

6. Industrial & Warehouse Facility Review

- Forklift, machinery, conveyor, loading dock, vehicle, and material-handling exposures are identified.
- Employees understand restricted areas and lockout/tagout boundaries applicable to the facility.
- Cleaning around operating machinery is controlled.
- Industrial chemicals, dust, oils, residues, or hazardous materials are identified.
- Work at height or around racking is identified.
- Customer-required safety orientation is completed.
- Specialty work outside routine janitorial operations is reviewed before acceptance.

7. Post-Construction & Specialty Cleaning Review

- Construction-site status and remaining contractor activity are understood.
- Debris, sharp objects, unfinished surfaces, dust, adhesives, coatings, and construction chemicals are identified.
- Work at height, window cleaning, pressure washing, or equipment use is identified.
- Responsibility for protecting new finishes, fixtures, glass, flooring, and equipment is established.
- Any mold, biohazard, trauma, sewage, or remediation-related work is separately identified.
- Operations are reviewed with the insurance professional before the first job when they differ materially from routine janitorial work.

8. Chemical & Environmental Exposure

- Every chemical required for the account is identified.
- SDS information is available as applicable.
- Employees are trained on mixing, dilution, labeling, PPE, storage, and spill response.
- Customer-specific chemical restrictions are documented.
- Pollution, contamination, overspray, wastewater, or disposal exposures are identified.
- Environmental/pollution coverage needs are reviewed when warranted.
- Chemicals transported to the facility are included in vehicle safety procedures.

9. Employee Training & Safety

- Employees assigned to the account have training that matches the work.
- Required customer orientation is completed.
- PPE requirements are documented and equipment is available.
- Supervisors know how to report injuries, incidents, and near misses.
- Emergency procedures and customer contacts are available.
- Specialty equipment operators are trained as appropriate.
- Training records are retained.

10. Insurance & Classification Review

- The insurance professional has been told about the new customer type and actual scope of work.
- Workers' compensation classifications have been reviewed when operations change.
- General liability operations and applicable exclusions have been reviewed.
- Commercial auto exposure has been reviewed if the account changes driving or equipment transport.
- Pollution/environmental coverage has been reviewed when applicable.
- Umbrella/excess limits have been compared with contract requirements.
- Crime, cyber, professional, or other specialty coverage has been reviewed when the exposure warrants it.

11. Contract & Pricing Review

- Customer insurance requirements have been reviewed before signing.
- Additional insured, waiver, primary/noncontributory, and other risk-transfer requirements are understood.
- Subcontractor requirements are identified and can be satisfied.
- Legal review is obtained for contractual provisions when appropriate.
- Additional insurance, training, equipment, PPE, supervision, and administrative costs are calculated.
- Contract pricing reflects the additional risk and operating cost.

- Management approves the account before work begins.

12. Scope & Hazard Matrix

Area / Task	Hazard	Control Needed	Training / PPE	Insurance Review

13. Insurance & Classification Review

Exposure	Current Program / Class	Change Needed?	Cost / Issue	Action
Workers' Compensation				
General Liability				
Commercial Auto				
Pollution / Environmental				
Umbrella / Excess				
Crime / Bond				
Cyber / Data				
Other Specialty Coverage				

14. Account Approval

Review Item	Status	Owner	Cost / Change	Approval / Notes
Scope defined				
Hazards reviewed				

Training ready				
Insurance reviewed				
Classifications reviewed				
Contract reviewed				
Pricing adjusted				
Approved to start				

Identify → Define → Assess → Train → Insure → Price → Approve

Important: This worksheet is for educational and risk-management purposes only. Facility hazards, employee safety requirements, insurance classifications, contract obligations, and coverage depend on the actual work performed and applicable policy, regulatory, and legal requirements. Review specialty operations with qualified safety, legal, and insurance professionals as appropriate.