YOUR
LOGO

**COMPANY NAME**

PARKING-LOT MAINTENANCE PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to manage the ongoing maintenance of your parking lot. We specialize in providing reliable, cost-effective solutions that ensure safety, functionality, and curb appeal.

This proposal outlines our scope of work and pricing structure for maintaining the parking lot(s) at [Client Name]'s property.

# Project Objectives

The primary goals are:

- Maintain a safe, clean, and accessible parking environment
- Prevent costly damage through routine inspections and repairs
- Ensure compliance with local codes and accessibility standards
- Enhance visual appeal and customer satisfaction

# Proposed Services

Our parking lot maintenance services include:

- Routine sweeping, debris removal, and cleaning
- Crack sealing and pothole patching
- Sealcoating and surface protection
- Line striping and ADA markings
- Drainage checks and catch basin cleaning
- Optional: signage repair, lighting inspection, snow/ice removal (seasonal)

# Scope of Work

Scope includes:

- Initial condition assessment and recommendation report
- Scheduled preventive maintenance
- Emergency repair response capability
- Annual resurfacing or touch-up plan

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Initial Assessment | Inspect lot and document needs | [Start Date] |
| Routine Maintenance | Sweeping, cleaning, inspections | Bi-weekly or monthly |
| Repairs & Sealcoating | Crack fill, striping, sealant | Quarterly or as needed |
| Annual Review | Performance review and resurfacing plan | [Annual Review Date] |

# Pricing

Estimated cost breakdown for parking lot maintenance services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Sweeping & Cleaning | Debris removal and general upkeep | [Amount/visit] |
| Crack Sealing & Patching | Basic surface repairs | [Amount/service] |
| Sealcoating & Striping | Protective coating and re-marking | [Amount/project] |
| Emergency Repairs | Urgent response for safety issues | [Amount/hour or incident] |
| Total Estimated Fee |  | [Total or Monthly Average] |

# About Us

[Your Company Name] is a facility services and pavement maintenance contractor with a proven track record in commercial property management.

- Experience: [X] years maintaining parking lots across retail, healthcare, municipal, and office sectors
- Expertise: Asphalt, concrete, traffic flow design, ADA compliance
- Mission: To extend the life and value of paved surfaces with minimal business disruption

# Case Studies / Testimonials

Case Study: [Client Example]

- Project: Ongoing maintenance for a 300-space retail center
- Outcome: Reduced annual repair costs by 35% and improved curb appeal

Testimonial:
“[Your Company Name] keeps our lot looking great and safe year-round. Their team is proactive and responsive.” — [Client Contact]

# Terms and Conditions

Payment Terms: Monthly or per-service billing; [X]% deposit for capital resurfacing projects.
Scope: Includes preventive maintenance and agreed emergency response.
Client Responsibilities: Provide site access and notification of irregular events.
Adjustments: Additional services (e.g. lighting, signage) may be scoped separately.

# Acceptance

To approve this Parking Lot Maintenance Proposal and initiate services, please sign below.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: [Client Name]
Title: [Title]
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_