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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_