

First month of service from a new cleaning company

Keep this sheet with your notes and tick each step as the first month goes by.

Facility _____

Service start date _____

Your contact _____

Notes kept by _____

Before day one

- ☐ Checklist read again after the walkthrough
- ☐ Every room you expect cleaned is listed
- ☐ Restroom and breakroom visits per week confirmed
- ☐ Locked or off-limits rooms marked
- ☐ Floor project dates noted, if any
- ☐ Supplies settled: theirs or yours

Keys and access

- ☐ Keys or fobs counted and signed for
- ☐ Cleaning company alarm code issued
- ☐ Crew entry door and parking agreed
- ☐ Lock-up routine written down
- ☐ Your side's contact for lock or alarm trouble named

Week one walks

- ☐ Restrooms reset and dispensers full
- ☐ Waste and recycling emptied
- ☐ Breakroom counters, sink and tables wiped
- ☐ Entry glass clear of handprints
- ☐ Main walkways vacuumed or mopped
- ☐ Building locked and alarmed as asked

Weeks two and three

- ☐ Notes sent to one contact on a set day
- ☐ Repeat misses grouped by room
- ☐ Rooms that slip by midday flagged
- ☐ What is going well mentioned too
- ☐ Agreed changes added to the checklist

Day 30 review

- ☐ Rooms that held up well noted
- ☐ Tasks needing more frequency listed
- ☐ Tasks that can ease back listed
- ☐ Supply levels checked against use
- ☐ Visit days and hours still suit your staff
- ☐ Next floor or carpet work considered
- ☐ Updated checklist shared with your contact

Notes
