



SGHG CLEANING LLC - Daily Service Checklist

Safety · Green + Hygiene · Growth (SGHG Six Sigma Model TM)

Auto-email to BESC Real Estate after submission.



Scan to submit online

Section 1 - Visit Details

Auto Timestamp:

Date of Service:

Building / Tenant Name:

Staff Name:

Time In:

Time Out:

Time spent (Lobby / Restrooms / Office / Other):

Section 2 - Core Service Tasks

Trash receptacles emptied

Counters and surfaces wiped

Glass/mirrors cleaned

Floors dry-mopped / vacuumed

Restrooms serviced

Supplies restocked

Section 3 - Six Sigma Quality Data

Number of trash bags removed:

Exceptions noted?

Exception notes:

Safety observations: (check all that apply)

Green compliance: (check all that apply)

Growth note:

Section 4 - Incident / Feedback

Incident observed?

Incident description:

Disclaimer: SGHG staff remove trash only from designated receptacles. Items on/under desks or in personal spaces are not removed for privacy/liability.

Section 5 - Sign-Off

Staff Digital Signature: