

SGHG CLEANING LLC - Daily Service Checklist Training Guide

Purpose: Ensure staff complete the Daily Service Checklist correctly for compliance and quality control.

Step 1: Access the Form

- You may complete the form in two ways:
 1. Fillable PDF on your device (laptop/tablet).
 2. Online form by scanning the QR code on the checklist (recommended).

Step 2: Fill Out Visit Details

- Confirm Auto Timestamp and Date of Service.
- Select Building/Tenant Name (BESC - Greenville).
- Choose your Staff Name from the dropdown.
- Enter Time In and Time Out.
- Record Time Spent per zone: Lobby, Restrooms, Office, Other.

Step 3: Complete Service Tasks

- For each task (trash, surfaces, mirrors, floors, restrooms, supplies), select Yes/No.

Step 4: Record Metrics & Compliance

- Enter number of trash bags removed.
- Select if Exceptions were noted and provide details in Notes if Yes.
- Select all applicable Safety Observations (e.g., spill hazard, blocked exit).
- Select Green Compliance measures applied (eco-friendly, reduced chemicals, waste sorted).
- Add Growth Notes for improvements or client feedback.

Step 5: Incident Reporting

- Select Yes if an incident was observed and describe in the Notes field.
- Online form allows photo uploads for evidence.

Step 6: Sign Off

- Provide your Digital Signature in the field provided.
- Submit form. If online, a PDF copy is automatically emailed to SGHG and BESC.

Important Reminder

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