Building Inspection

Building Name/ID: _____ **Date:** _____

Company Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Cleaning Technician/Team: _____

_____

Auditor's Name: _____

P = Poor – Performance is Unacceptable

F = Fair, Below Standard - Performance is below the company standards for specifications at this location.

G = Good, To Standard – Performance meets company standards for specifications at this location.

E = Excellent – Performance exceeds and never falls short of company standards for specifications at this location.

Entrance/foyer

P	F	G	E	
				Dust ceiling corners
				Dust blinds
				Dust light fixtures
				Spot clean door glass
				Spot clean door frame
				Sanitize door handles
				Sanitize light switches
				Dust mop/vacuum floor
				Sweep in front of door (outside)
				Damp mop floor
				Vacuum carpet
				Remove cobwebs on windows and frame
				Vacuum mats
				Empty trash
				Empty ash trays, fresh sand or cat litter
				Pick up trash and debris off ground around entrance
				Dust baseboards
				Dust/vacuum wall and ceiling vent grills

Lobby/Waiting room

P	F	G	E	
				Straighten magazines and chairs
				Dust horizontal surfaces
				Dust light fixtures
				Dust ceiling corners

P	F	G	E	
				Dust/vacuum wall and ceiling vent grills
				Dust baseboards
				Sanitize door handles
				Sanitize light switches
				Dust mop/vacuum floor
				Damp mop floor
				Vacuum carpet
				Empty trash
				Floor mats vacuumed

Reception desk

P	F	G	E	
				Clean and sanitize reception desk
				Sanitize phones
				Dust horizontal surfaces
				Dust light fixtures
				Dust ceiling corners
				Dust/vacuum wall and ceiling vent grills
				Dust baseboards
				Sanitize light switches
				Dust mop/vacuum floor
				Damp mop floor
				Vacuum carpet
				Empty trash
				Vacuum floor mats
				Damp mop chair mats

General office

P	F	G	E	
				Dust horizontal surfaces
				Dust light fixtures
				Dust ceiling corners
				Dust/vacuum wall and ceiling vent grills
				Dust baseboards
				Dust blinds
				Dust desk tops
				Remove soda/coffee rings/finger prints on desk tops
				Sanitize light switches
				Sanitize door handles
				Sanitize phone
				Dust mop/vacuum floor
				Damp mop floor
				Vacuum carpet
				Empty trash
				Vacuum floor mats
				Damp mop chair mats
				Spot clean door glass
				Spot clean side light glass
				Spot clean door frame

Executive office

P	F	G	E	
				Dust horizontal surfaces
				Dust light fixtures
				Dust ceiling corners
				Dust/vacuum wall and ceiling vent grills
				Dust baseboards
				Dust blinds
				Dust desk tops
				Remove soda/coffee rings/finger prints on desk tops
				Sanitize light switches
				Sanitize door handles
				Sanitize phone
				Dust mop/vacuum floor
				Damp mop floor
				Vacuum carpet
				Empty trash
				Vacuum floor mats
				Damp mop chair mats
				Spot clean door glass
				Spot clean side light glass
				Spot clean door frame

Cubicles

P   F   G   E

P	F	G	E	
				Dust horizontal surfaces
				Dust light fixtures
				Dust ceiling corners
				Dust/vacuum wall and ceiling vent grills
				Dust baseboards
				Dust blinds
				Dust desk tops
				Remove soda/coffee rings/finger prints on desk tops
				Dust mop/vacuum floor
				Sanitize phone
				Damp mop floor
				Vacuum carpet
				Empty trash
				Damp mop chair mats

Kitchen/Break room/Coffee Centers

F   F   G   E

F	F	G	E	
				Dust horizontal surfaces
				Dust light fixtures
				Dust ceiling corners
				Dust/vacuum wall and ceiling vent grills
				Dust baseboards
				Dust blinds
				Empty trash

				Clean/disinfect/sanitize faucets/bright Work
				Spot clean/sanitize outsides of cabinets
				Clean/sanitize, straighten tables
				Clean/ sanitize vending machine touch points
				Clean/ sanitize outsides of microwaves, refrigerators, dishwashers, stoves
				Spot clean walls
				Clean/sanitize/polish drinking fountains
				Sanitize light switches
				Clean/sanitize chairs cleaned, push up to tables
				Sweep/vacuum floor
				Damp mop/sanitize floors
				Clean/sanitize push plates
				Clean kick plates
				Sanitize door handles

Restrooms

P	F	G	E	
				Dust horizontal surfaces
				Dust light fixtures
				Dust ceiling corners
				Dust/vacuum wall and ceiling vent grills
				Dust baseboards
				Empty trash
				Clean/disinfect/sanitize countertops and back splash
				Clean/disinfect/sanitize/polish sinks
				Clean/disinfect/sanitize faucets/bright Work
				Clean mirrors
				Clean/sanitize dispensers
				Clean/sanitize toilets
				Clean/sanitize urinals
				Partitions (dusted, spot cleaned) touch points sanitized
				Sweep/vacuum floor
				Damp mop/sanitize floor
				Clean/sanitize push plates
				Clean kick plates
				Sanitize light switches
				Sanitize door handles
				Spot clean walls
				Fill supplies
				Clean/sanitize, polish stainless grab bars
				Clean/sanitize showers
				Pour water down floor drain

Conference room

P	F	G	E	
				Dust horizontal surfaces
				Dust light fixtures
				Dust ceiling corners
				Dust/vacuum wall and ceiling vent grills
				Dust baseboards
				Dust blinds
				Sanitize light switches
				Sanitize door handles
				Clean and sanitize conference room table
				Straighten chairs around conference table
				Dust mop/vacuum floor
				Sanitize phone
				Damp mop floor
				Vacuum carpet
				Empty trash

File room

P	F	G	E	
				Dust horizontal surfaces
				Dust light fixtures
				Dust ceiling corners
				Dust/vacuum wall and ceiling vent grills
				Dust baseboards
				Remove soda/coffee rings/finger prints on table tops
				Dust mop/vacuum floor
				Sanitize light switches
				Sanitize door handles
				Sanitize phone
				Damp mop floor
				Vacuum carpet
				Empty trash

Copy room

P	F	G	E	
				Dust horizontal surfaces
				Dust light fixtures
				Dust ceiling corners
				Dust/vacuum wall and ceiling vent grills
				Dust baseboards
				Remove soda/coffee rings/finger prints on table/counter tops
				Dust mop/vacuum floor
				Sanitize light switches
				Sanitize door handles
				Sanitize phone
				Damp mop floor
				Vacuum carpet
				Empty trash

Storage room

P	F	G	E	
				Dust horizontal surfaces
				Dust light fixtures
				Dust ceiling corners
				Dust/vacuum wall and ceiling vent grills
				Dust baseboards
				Dust mop/vacuum floor
				Sanitize light switches
				Sanitize door handles
				Sanitize phone
				Damp mop floor
				Vacuum carpet
				Empty trash

Warehouse

P	F	G	E	
				Dust light fixtures
				Dust ceiling corners
				Dust/vacuum wall and ceiling vent grills
				Dust mop/sweep/vacuum floor
				Sanitize light switches
				Sanitize door handles
				Sanitize phone
				Damp mop floor
				Vacuum carpet
				Empty trash

Elevators

P	F	G	E	
				Dust light fixtures
				Clean/polish doors and walls of finger prints, etc.
				Clean and sanitize push buttons
				Sanitize phone
				Vacuum floor
				Damp mop floor
				Clean elevator track

Stairwells

P	F	G	E	
				Dust horizontal surfaces
				Dust light fixtures
				Dust ceiling corners
				Vacuum vent grills
				Clean and polish hand railing
				Dust balusters
				Vacuum carpet
				Damp mop treads
				Dust mop/vacuum treads

Other

P	F	G	E	
				Dust horizontal surfaces
				Dust light fixtures
				Dust ceiling corners
				Dust/vacuum wall and ceiling vent grills
				Dust baseboards
				Dust mop/vacuum floor
				Sanitize light switches
				Sanitize door handles

Closing Checklist

P	F	G	E	
				Turn off lights (Leave designated lights on)
				Close designated doors
				Doors locked

Equipment/Janitor Closet

P	F	G	E	
				Janitor Closet (clean, organized)
				Mop buckets (clean/rinsed out)
				Mop (clean, stored properly)
				Upright vacuum (Bag emptied, magnet bar emptied, beater bar clean, extra belt, outside wiped clean)
				Back pack vacuum (Bag emptied, tubes clear of debris, filters cleaned, outside wiped clean, attachments)
				Brooms (stored properly – not on straws)
				Brute (no trash inside)
				Caddy (in order and clean)
				Spray bottles (clean, properly labeled)
				Dusters (clean and in order)
				Cleaning cloths (clean and plenty in stock)
				Supplies (plenty on hand, stored properly)
				High speed floor machine
				Slow speed floor machine
				Wet/Dry Vacuum
				Automatic Scrubber
				Carpet cleaning Machine
				Carpet spotting machine

Vehicle Inspection

P	F	G	E	
				Cleanliness (Outside)
				Cleanliness (Inside)
				Tires
				Body
				Mileage Book Properly Filled Out
				Oil Change, Repair Log Filled Out

TOTALS	1	2	3	4
Areas	**Poor**	**Fair (Below Standard)**	**Good (To Standard)**	**Excellent**

	Poor	Fair	Good	Excellent
Total number in inspections for each column				
Multiplier	x 0	x 33	x 67	x 100
TOTALS				
GRAND TOTAL				
Total number of all inspections				
Cleanliness Score based on percentage (0-100%)				
Cleanliness Score (based on 0-1000 points)				

TREND ANALYSIS

1000
900
800
700
600
500
400
300
200
100
0

Previous Audit Date | Current Audit Date