[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Cleaning Inspection Checklist

Checking cleaning properly instead of assuming it: each area inspected against a standard, with faults recorded.

Inspection details Inspection date: _____ **Inspector:** _____

Cleaning provider: _____ Area: _____

Reception and common areas [ ] Floors clean and free of marks. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Seating tidy and aligned. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Glass doors smudge-free. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Bins emptied and relined. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Reception desk clear of clutter. OK **[ ]** Fault **[ ]** N/A **[ ]**

Workstations and desks [ ] Desks wiped; crumbs and dust removed. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Keyboards and phones wiped. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Bins emptied and relined. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Cables tidy; no trip hazards. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Shared equipment (printers, headsets) wiped. OK **[ ]** Fault **[ ]** N/A **[ ]**

Meeting rooms [ ] Tables wiped. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Chairs pushed in and aligned. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Whiteboards wiped clean. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Bins emptied. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Screens switched off. OK **[ ]** Fault **[ ]** N/A **[ ]**

Washrooms [ ] Toilets cleaned and disinfected. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Sinks and taps cleaned. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Mirrors wiped. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Soap, paper towels, and toilet paper restocked. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] Floors mopped. OK **[ ]** Fault **[ ]** N/A **[ ]**

Faults and follow-up Log each fault found and follow it to a fix date.

Fault	Area	Reported to	Fixed on

Completion [ ] All four areas are inspected against the standard - no area skipped. OK **[ ]** Fault **[ ]** N/A **[ ]**

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[ ] Faults are recorded with the area and a fix date. OK **[ ]** Fault **[ ]** N/A **[ ]**

[ ] The overall result is signed and follow-up is booked with [Cleaning provider]. OK **[ ]** Fault **[ ]** N/A **[ ]**

Sign-off Inspected by: _____ **Inspection date:** _____

Area: _____ Overall result: Pass / Fail

Follow-up date: _____

Document: Cleaning Inspection Checklist Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____