[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. Add or remove table rows to fit your needs. 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	**[Inspection date]**
Inspector	**[Inspector name]**
Cleaning provider	**[Cleaning provider]**
Area	**[Area]**

Reception and common areas

✓	Check	Result (OK / Fault / N-A)	Notes
	Floors clean and free of marks.		
	Seating tidy and aligned.		
	Glass doors smudge-free.		
	Bins emptied and relined.		
	Reception desk clear of clutter.		

Workstations and desks

✓	Check	Result (OK / Fault / N-A)	Notes
	Desks wiped; crumbs and dust removed.		
	Keyboards and phones wiped.		
	Bins emptied and relined.		
	Cables tidy; no trip hazards.		
	Shared equipment (printers, headsets) wiped.		

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Meeting rooms

✓	Check	Result (OK / Fault / N-A)	Notes
	Tables wiped.		
	Chairs pushed in and aligned.		
	Whiteboards wiped clean.		
	Bins emptied.		
	Screens switched off.		

Washrooms

✓	Check	Result (OK / Fault / N-A)	Notes
	Toilets cleaned and disinfected.		
	Sinks and taps cleaned.		
	Mirrors wiped.		
	Soap, paper towels, and toilet paper restocked.		
	Floors mopped.		

Faults and follow-up

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

Fault	Area	Reported to	Fixed on

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Fault	Area	Reported to	Fixed on

Completion

✓	Check	Result (OK / Fault / N-A)	Notes
	All four areas are inspected against the standard - no area skipped.		
	Faults are recorded with the area and a fix date.		
	The overall result is signed and follow-up is booked with **[Cleaning provider]**.		

Sign-off

Inspected by	[Inspector name]
Inspection date	**[Inspection date]**
Area	**[Area]**
Overall result	Pass / Fail
Follow-up date	

Document	Cleaning Inspection Checklist
Version	2.0 (redesign)
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**