

Cleaning quality audit checklist

CHECKLIST TEMPLATE

Business _____ Location _____ Date _____

Quality audit Monthly per site, or more often for sites with complaints

TASK	TIME	INITIALS
Entrances and reception		
☐ Glass, handles and matting are clean, with no smears or marks		
☐ Reception surfaces are dust-free		
Offices		
☐ Bins are empty, with fresh liners		
☐ Desks, sills and touch points are dust-free		
Kitchens		
☐ Benches, sinks and appliance fronts are clean and dry		
☐ The fridge and microwave meet the spec		
Washrooms		
☐ Toilets, basins and urinals are clean, with no residue or odour		
☐ Mirrors, partitions and floors are clean		
☐ Soap, paper and sanitary bins are serviced		
Floors		
☐ Carpets are vacuumed, including edges and under desks		
☐ Hard floors are mopped, with no streaks or build-up in corners		
Consumables, safety and chemicals		
☐ The cleaner's store is tidy and stocked		
☐ Chemicals are labelled, stored correctly and safety data sheets are on site		
☐ Wet floor signs and protective equipment are available and used		
Records and client		
☐ The site's cleaning checklists are complete for the period		
☐ Ask the client contact about any concerns, and record them Mark failed areas for a re-clean, and agree a date to check them again.		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____