

Don't copy this checklist. Adapt it. Change every zone, checkpoint and score to match what your crews actually do. If you check 40 things, call it a 40-point audit.

[YOUR COMPANY] 57-Point Cleaning Audit (sample)

Every [YOUR COMPANY] account, every visit, is checked against the same 57 checkpoints. The working crew leader completes this audit before leaving the facility each night; the Operations Manager scores an unannounced formal audit weekly; the account file is reviewed monthly. A score below threshold triggers the corrective-action chain: same night, not next week.

Client / Facility	Date
Site Address	Time In / Out
Crew Leader (print)	Crew Members
Weekly Auditor	Audit Type: Nightly Crew ☐ Weekly Supervisor ☐ Monthly Manager ☐

Mark each checkpoint: P = Pass · F = Fail. A checkpoint passes only if it would survive the client's own walk-through with a white glove and a phone flashlight. "Mostly done" is a Fail.

GROUND RULES

1. Audit as you clean, zone by zone: do not walk the building twice. Complete each zone, score it, then move on.
2. Photo-verify any failed point with a time-stamped photo in the digital log before fixing it. Two photos for RED scores.
3. Never fake a pass. A falsified audit is a termination offense: a missed checkpoint is fixable, a lie is not.
4. Client property is untouchable except to clean around it. Anything moved goes back exactly as found; anything broken is reported the same night.
5. Color code is law: red microfiber = restrooms only · yellow = sinks/wash stations · green = kitchen/break room · blue = general areas. Cross-contamination is an automatic yellow rating.

SCORING

Score	Rating	What happens
55-57 GREEN	Standard met	Submit log, sign off, proceed to next account.
50-54 YELLOW	Correct within 24 hours	Crew returns to fix failed points next visit (or same night if client-facing). Supervisor re-checks failed points within 24h and countersigns.
0-49 RED	Failed audit	Crew leader calls the Operations Manager from site before leaving. Corrective-action plan opened; failed zones re-audited by the Ops Manager within 48 hours; client notified per agreement terms if their space was affected.

THE CHECKLIST

Zone A: Restrooms (points 1-10)		P	F
1	Toilets & urinals disinfected inside, outside, hinges & base zero stains or scale		
2	Sinks, faucets & countertops disinfected, polished, dry		
3	Mirrors & chrome streak-free		
4	Restroom floors mopped with disinfectant, dry, no odor		
5	Grout lines, fixture edges & behind-toilet zones free of buildup		
6	Trash removed, can exterior wiped, new liner fitted		
7	Toilet paper, paper towels, soap & seat covers restocked to par level		
8	All dispensers wiped, full and functioning no jams		
9	Odor control confirmed no urine or sour smell; urinal screens in place		
10	Stalls, partitions, walls & door hardware spot-cleaned and disinfected		

Zone B: Break room / kitchen (points 11-18)		P	F
11	Countertops & tables disinfected, crumbs removed		
12	Sink degreased, draining clear, no standing water or odor		
13	Microwave inside & out; fridge, coffee maker & appliance exteriors wiped		
14	Refrigerator handle/sides sanitized; expired-food note logged for client		
15	Cabinet fronts, pulls & switches spot-cleaned		
16	Floors swept then mopped zero sticky or greasy spots		
17	Trash & recycling emptied per client sort policy, new liners fitted		
18	Dish area dry and clear no dishes left unless client policy says otherwise		

Zone C: Offices & workstations (points 19-28)		P	F
19	Desks dusted with the clear-of-papers method papers and items never moved		
20	Phones, keyboards & high-touch items disinfected (only where client-authorized)		
21	Chairs, arms & task-light surfaces dusted		
22	Credenzas, shelves & ledges dusted edge-to-edge		
23	Window sills & accessible blinds spot-dusted		
24	Baseboards & corners spot-cleaned, no dust lines		
25	Doors, frames & handles disinfected on both sides		
26	Interior glass & partitions spot-free		
27	Cobwebs removed up to 6 feet throughout		
28	Client property respected nothing rearranged, shifted or missing		

Zone D: Lobby, entry & common areas (points 29-36)		P	F
29	Entry glass doors spot- and streak-free, handles polished		
30	Entry mats vacuumed, edges lying flat, no trip hazard		
31	Reception counter dusted, sanitized, clutter-free per client layout		
32	Hard floors dust-mopped then damp-mopped, full coverage		
33	Carpets vacuumed with HEPA units lanes overlapping, edges visibly clean		
34	Furniture dusted and squared to the client's floor plan		
35	Elevator buttons, rails & stair handrails disinfected		
36	Signage & décor dusted; in-scope plants wiped and watered		

Zone E: Floors & waste (points 37-43)		P	F
37	Every wastebasket facility-wide emptied, liner replaced, none overfull		
38	Waste hauled to the designated dumpster area no drips or leaks en route		
39	Recycling sorted exactly per client policy		
40	Hard-floor mopping complete no skipped patches, swirl marks or dirty-water film		
41	Carpet vacuuming complete corners edged, under-desk areas covered		
42	Visible carpet spots treated and logged		
43	Wet-floor signs used during mopping; every floor bone-dry before the crew exits		

Zone F: Supplies & equipment (points 44-50)		P	F
44	Chemicals diluted to label spec; every spray bottle labeled		
45	Color-coded microfiber enforced no cross-zone cloth reuse		
46	All equipment wiped down and returned to storage; vacuums emptied & filters checked		
47	Consumable stock restocked and usage logged for auto-replenishment		
48	Janitor closet organized, dry, chemical storage compliant, no trip hazards		
49	Equipment faults logged before leaving site nothing broken put back on the shelf		
50	Chemicals never left unattended in public or client areas		

Zone G: Security & close-down (points 51-57)		P	F
51	All doors locked/secured exactly per the client close-down sheet		
52	Lights, thermostats & equipment set to client instructions		
53	Alarm armed per instructions; any fault reported to the Ops Manager immediately		
54	[YOUR COMPANY] uniform and photo ID badge worn on site at all times		
55	No eating, smoking or personal phone use in client work areas		
56	Any incident, damage or client comment reported to the supervisor the same night		
57	Digital audit log submitted time-stamped, photo-verified		

TOTALS

Zone A: Restrooms	/ 10
Zone B: Break room / kitchen	/ 8
Zone C: Offices & workstations	/ 10
Zone D: Lobby, entry & common areas	/ 8
Zone E: Floors & waste	/ 7
Zone F: Supplies & equipment	/ 7
Zone G: Security & close-down	/ 7
Total passed	/ 57

CORRECTIVE ACTIONS

Point #	What failed	Fix and who	Re-checked by / date

SIGN-OFF

Role	Name	Signature	Date
Crew Leader			
Supervisor (weekly audit)			
Ops Manager (RED audits / monthly)			
Client representative (optional)			

Escalation chain: Crew Leader, then Operations Manager (cell on every account roster), then Owner. Any RED score, security issue or client complaint is phoned in the same night; text and email are follow-up records, not notification. A 24-hour response commitment to the client applies to every documented issue on this form.