

CLEANING CHECKLIST

Complete on site. Mark every item; describe every fault and the action taken.

YOUR LOGO HERE

Reference	Date	Time	Site
Area / floor	Shift	Number of cleaners	
Supervisor	Client / contact person	Type	
		Routine	

A. CHECKS

Service / consumable	OK	Fault	N/A	Comment
1. Floors swept and mopped	☐	☐	☐	
2. Toilets cleaned and stocked	☐	☐	☐	
3. Bins emptied and relined	☐	☐	☐	
4. Desks and surfaces wiped	☐	☐	☐	
5. Kitchen cleaned	☐	☐	☐	
6. Glass and mirrors clean	☐	☐	☐	
7. Consumables restocked	☐	☐	☐	
8. Equipment stored safely	☐	☐	☐	
9. Other (write in comment)	☐	☐	☐	
10. Other (write in comment)	☐	☐	☐	

B. FAULTS FOUND AND ACTION

Fault 1	Action / job card no.	Due date
Fault 2	Action / job card no.	Due date
Fault 3	Action / job card no.	Due date
Overall result	Re-inspection date	
-		



YOUR CLEANING COMPANY

CLEANING CHECKLIST

Notes, photos and sign-off

YOUR LOGO HERE

C. NOTES

D. PHOTOS TAKEN

☐ Photos taken

Photo reference / where saved

E. SIGN-OFF

Inspector - signature

SIGN

Full name

Date

Client / supervisor - signature

SIGN

Full name

Date

On a phone: open in Adobe Acrobat Reader and use Fill & Sign. A typed name and date are always accepted.



BEFORE YOU TEST THIS FILE

1. This file is a sample prepared for Your Cleaning Company to show how a custom version would work.
2. It is not licensed for business use: do not use it for real sites, cleaners or money.
3. No redistribution: do not copy, share, resell or pass it on.
4. The sample is deliberately limited (one form, sample layout); the names, sites and amounts in it are made up.
5. The full version is made to order: your logo and colours, your own fields, rules, prices and lists, unlimited rows, and no sample marks.
6. The layout and formulas remain the property of The Process until the full version is paid for.

Contact: The Process - iamtheprocess.com

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SAMPLE

