

30-POINT INSPECTION

Building: \_\_\_\_\_ Cleaner: \_\_\_\_\_ Date: \_\_\_\_\_

0=Poor 1=Mediocre 2=Fair 3=Average 4=Good 5=Excellent

- \_\_\_\_\_ 1) Surfaces (window ledges, partitions, file cabinets) clean
- \_\_\_\_\_ 2) High corners, foyers free of spider webs
- \_\_\_\_\_ 3) Entryway glass clean, free of fingerprints
- \_\_\_\_\_ 4) Interior glass clean, free of finger prints
- \_\_\_\_\_ 5) Counters, work tables & conference tables clean
- \_\_\_\_\_ 6) Furniture free of debris & dust
- \_\_\_\_\_ 7) Drinking fountains cleaned & polished
- \_\_\_\_\_ 8) Break room counters, tables & chairs cleaned
- \_\_\_\_\_ 9) Break room sink and fixtures cleaned & polished
- \_\_\_\_\_ 10) Outside of refrigerators cleaned (around door handle especially)
- \_\_\_\_\_ 11) Coffee pots rinsed
- \_\_\_\_\_ 12) Microwaves cleaned inside and out
- \_\_\_\_\_ 13) Fronts of vending machines cleaned (glass fronts especially)
- \_\_\_\_\_ 14) Break room paper & soap supplies stocked
- \_\_\_\_\_ 15) Break room cabinets, walls spot cleaned near towel dispensers sinks
- \_\_\_\_\_ 16) Restroom sinks, mirrors cleaned & polished
- \_\_\_\_\_ 17) Toilets, urinals cleaned & polished (under rims & seats, bases)
- \_\_\_\_\_ 18) Restroom partitions and walls spot cleaned (around urinals)
- \_\_\_\_\_ 19) Tops of restroom partitions free of dust
- \_\_\_\_\_ 20) Restroom paper & soap supplies stocked
- \_\_\_\_\_ 21) Push & kick plates cleaned & polished
- \_\_\_\_\_ 22) Vents, light fixtures free of dust
- \_\_\_\_\_ 23) All waste baskets emptied
- \_\_\_\_\_ 24) Waste basket liners replaced as needed
- \_\_\_\_\_ 25) Carpets and mats vacuumed thoroughly
- \_\_\_\_\_ 26) Hard floors swept & damp mopped thoroughly
- \_\_\_\_\_ 27) Floor corners, door jams free of debris & spider webs
- \_\_\_\_\_ 28) Supply room neat & organized
- \_\_\_\_\_ 29) Complete MSDS folder posted & all chemicals properly labeled
- \_\_\_\_\_ 30) Equipment in safe condition, no frayed electrical cords

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Manager Signature

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Cleaner Signature