***Inspection Sheet***

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| ***Check*** | ***Common Areas*** | ***G*** | ***Y*** | ***R*** | ***Additional information/Comments*** |
|  | Pull trash, change liner, clean & wipe receptacle |  |  |  |  |
|  | Dust & damp mop all hard floors surfaces |  |  |  |  |
|  | Vacuum all carpeted areas including walk-off mats |  |  |  |  |
|  | Clean all entry glass doors, frames & handles |  |  |  |  |
|  | Dust & wipe clean all furniture, fixtures, ledges & railings |  |  |  |  |
|  | Dusting of all horizontal surfaces |  |  |  |  |

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| ***Check*** | ***Elevators*** | ***G*** | ***Y*** | ***R*** | ***Additional information/Comments*** |
|  | Vacuum carpets, sweep & mop any hard floors |  |  |  |  |
|  | Wipe clean interior & exterior doors including walls |  |  |  |  |
|  | Clean & polish stainless steel |  |  |  |  |
|  | Clean and polish elevator tracks and thresholds |  |  |  |  |

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| ***Check*** | ***Restrooms*** | ***G*** | ***Y*** | ***R*** | ***Additional information/Comments*** |
|  | Pull trash and replace liners |  |  |  |  |
|  | Restock all restrooms consumables |  |  |  |  |
|  | Sweep and damp mop all tile floors |  |  |  |  |
|  | Clean mirrors and all bright work (faucets, flushers, piping) |  |  |  |  |
|  | Clean/disinfect all toilets, basins & urinals |  |  |  |  |
|  | Clean/disinfect all vanity & countertops |  |  |  |  |
|  | Spot clean walls and partitions |  |  |  |  |
|  | Wipe clean all tile walls, partitions, hinges, etc. |  |  |  |  |
|  | Clean all fixtures to remove salt & lime build-up |  |  |  |  |
|  | Dust all horizontal surfaces including air vents (sills, frames, shelving, etc.) |  |  |  |  |

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| ***Check*** | ***Building Exterior*** | ***G*** | ***Y*** | ***R*** | ***Additional information/Comments*** |
|  | Empty trash and replace liners |  |  |  |  |
|  | Remove any debris around building |  |  |  |  |
|  | Remove cobwebs from all main doors |  |  |  |  |

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| ***Check*** | ***Common Areas/Hallways*** | ***G*** | ***Y*** | ***R*** | ***Additional information/Comments*** |
|  | Pull trash, change liner, clean & wipe receptacle |  |  |  |  |
|  | Dust & damp mop all hard floors surfaces |  |  |  |  |
|  | Vacuum all carpeted areas including walk-off mats |  |  |  |  |
|  | Clean all entry glass doors, frames & handles |  |  |  |  |
|  | Dust & wipe clean all furniture, fixtures, ledges & railings |  |  |  |  |
|  | Dusting of all horizontal surfaces |  |  |  |  |

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| ***Check*** | ***Stairwells*** | ***G*** | ***Y*** | ***R*** | ***Additional information/Comments*** |
|  | Sweep & mop(if hard floors) landings to remove dust & dirt |  |  |  |  |
|  | Handrails to be damp wiped & cleaned |  |  |  |  |
|  | High dusting of ceilings, standpipes for cobwebs, dust, etc. |  |  |  |  |
|  | Vacuum carpeted stairwells |  |  |  |  |

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| ***Check*** | ***Janitor Closets*** | ***G*** | ***Y*** | ***R*** | ***Additional information/Comments*** |
|  | Leave area clean, organized, no trash in containers |  |  |  |  |
|  | Sweep & mop floors |  |  |  |  |
|  | Clean janitor sinks |  |  |  |  |
|  | Inspect vacuum, rags, CMS unit, etc. |  |  |  |  |

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| ***Check*** | ***Breakrooms/Kitchens*** | ***G*** | ***Y*** | ***R*** | ***Additional information/Comments*** |
|  | Empty trash & replace liners |  |  |  |  |
|  | Floors to be dust mopped & wet mopped |  |  |  |  |
|  | Wipe down tables and chairs, and repositioned |  |  |  |  |
|  | Clean/wipe all walls and countertops from spills and fingerprints |  |  |  |  |
|  | Clean & polish stainless steel sink |  |  |  |  |
|  | Clean outside of microwaves & refrigerators |  |  |  |  |
|  | Dust all horizontal surfaces |  |  |  |  |
|  | Dust all ceiling air vents |  |  |  |  |

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| ***Check*** | ***Classrooms/Offices/Conference rooms/Work Stations*** | ***G*** | ***Y*** | ***R*** | ***Additional information/Comments*** |
|  | Empty trash and replace liners |  |  |  |  |
|  | Sweep/mop floors |  |  |  |  |
|  | Wipe clean, disinfect all tables tops, counters, etc. |  |  |  |  |
|  | Dust all horizontal surfaces, ledges, pictures frames, etc. |  |  |  |  |
|  | Dust all ceiling air vents |  |  |  |  |
|  | Wipe/clean wall switches, door handles, etc. |  |  |  |  |
|  | Touch-up partition glass for fingerprints, etc. |  |  |  |  |

G (Green)-Excellent conditions Y (Yellow)-Need some attention R (Red)-Need immediate attention

**Additional comments or concerns:**

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**Floor work/Carpet cleaning needed:**

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**Date: \_\_\_\_\_\_ Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cleaner signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**