

SITE SURVEY REPORT

Cleaning and Housekeeping Audit

Prepared for	Ashbrook Retail Logistics Ltd
Date	29 Sep 2026
Site	Unit 4, Ashbrook Distribution Park, Warrington
Prepared by	R. Clarke

FORM

Cleaning and Housekeeping Audit

1. Audit details

Project	Unit 4, Ashbrook Distribution Park, Warrington: monthly cleaning audit (completed example)
Audit reference	CA-2609-04
Site	Unit 4, Ashbrook Distribution Park
Site address	Unit 4, Ashbrook Distribution Park, Warrington
Site location (GPS)	Gatehouse, Unit 4 · 53.411470, -2.552120 (SJ 63396 90659, ±7 m)
Client	Ashbrook Retail Logistics Ltd
Cleaning contractor or in-house team	Elmfield Facilities Ltd, cleaning team
Date of the audit	29 Sep 2026
Auditor name and role	R. Clarke, facilities manager
Cleaning supervisor present	T. Szabo
Premises type	Warehouse or logistics site
Type of audit	Follow-up of a previous audit
Overall score at the previous audit (%)	78
Were the actions from the last audit closed?	Some still open
Which are still open?	Extra general waste collection for the bin store, raised at the last audit. The bin store was overflowing again today.
Areas in scope	Washrooms and toilets, Kitchens and tea points, Warehouse and loading areas, Bin stores and external areas
Pass mark for an area (%)	85

2. Areas inspected

How the score works. Each item marked Pass or Fail counts. Not applicable items are left out. The area score is the share of items passed.

Areas 1: Warehouse aisles 1 to 4 and the fire exit

Area name or location	Warehouse aisles 1 to 4 and the fire exit
Area type	Warehouse floor or loading bay
Floors clean, free of debris and stains	Pass
Surfaces and touch points clean (handles, switches, handrails, lift buttons)	Pass
Bins emptied, liners fitted, not overflowing	Pass
Glass, mirrors and partitions free of smears	Not applicable
Walkways and exit routes clear	Pass
No trailing cables across walkways	Pass
No spillages, and no wet floor left without a sign	Pass
Storage tidy, no clutter or items stacked unsafely	Pass
Area score (%)	100
Overall standard of this area (1 unacceptable to 5 excellent)	4

General photos of the area**Areas 2: First floor tea point**

Area name or location	First floor tea point
Area type	Kitchen or tea point

Floors clean, free of debris and stains	Fail
Surfaces and touch points clean (handles, switches, handrails, lift buttons)	Pass
Bins emptied, liners fitted, not overflowing	Pass
Glass, mirrors and partitions free of smears	Not applicable
Kitchen or tea point clean: sink, worktops, fridge, microwave	Fail
Walkways and exit routes clear	Pass
No trailing cables across walkways	Pass
No spillages, and no wet floor left without a sign	Pass
Storage tidy, no clutter or items stacked unsafely	Fail
Area score (%)	63

Below the pass mark. This area scored under the pass mark set on page 1.

Overall standard of this area (1 unacceptable to 5 excellent) 2

Photos of the failures



What was found

Floor not swept, with debris and broken pieces of floor tile by the window. Old cloths left in the open cupboard under the sink.

Action needed

Sweep and mop the floor, clear the sink cupboard. Report the broken floor tiles and missing cupboard door to maintenance.

Areas 3: Ground floor washrooms

Area name or location	Ground floor washrooms
Area type	Washroom or toilets
Floors clean, free of debris and stains	Fail
Surfaces and touch points clean (handles, switches, handrails, lift buttons)	Pass
Bins emptied, liners fitted, not overflowing	Pass
Glass, mirrors and partitions free of smears	Pass
Toilets, urinals, basins and taps clean	Pass
Soap available at every basin	Pass
Paper towels or hand dryer working	Pass
Toilet roll stocked in every cubicle	Pass
Walkways and exit routes clear	Pass
No trailing cables across walkways	Not applicable
No spillages, and no wet floor left without a sign	Fail
Spillage or wet floor. HSE guidance is to remove spillages promptly, and to leave smooth floors dry after cleaning or keep people off them until they are dry. Use warning signs while the floor is wet, and remove them once it is clean and dry.	
What was done about it before you left?	Supervisor wiped the counter, picked up the paper towels and put out a wet floor sign while the floor dried.
Storage tidy, no clutter or items stacked unsafely	Pass
Area score (%)	82
Below the pass mark. This area scored under the pass mark set on page 1.	
Overall standard of this area (1 unacceptable to 5 excellent)	3

Photos of the failures



What was found	Water on the basin counter and paper towels on the floor at 10:30, two hours after the morning clean.
Action needed	Add a midday washroom check to the schedule.

Areas 4: Bin store, rear yard	
Area name or location	Bin store, rear yard
Area type	Bin store
Floors clean, free of debris and stains	Fail
Surfaces and touch points clean (handles, switches, handrails, lift buttons)	Not applicable
Bins emptied, liners fitted, not overflowing	Fail
So far as is reasonably practicable, waste materials must not be allowed to accumulate in a workplace except in suitable receptacles. Regulation 9(3) of the 1992 Regulations.	
Glass, mirrors and partitions free of smears	Not applicable
Walkways and exit routes clear	Pass
No trailing cables across walkways	Not applicable
No spillages, and no wet floor left without a sign	Pass
Storage tidy, no clutter or items stacked unsafely	Fail
Area score (%)	40

Below the pass mark. This area scored under the pass mark set on page 1.

Overall standard of this area (1 unacceptable to 5 excellent) 2

Photos of the failures



What was found One general waste bin overflowing, with bags left on the ground beside it and litter around the bins.

Action needed Bag the loose waste, book an extra collection and ask the waste contractor about a larger bin.

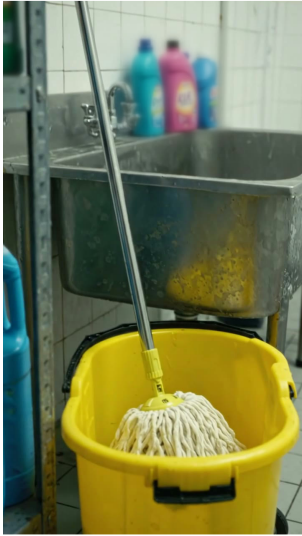
3. Chemicals, equipment and waste

Cleaning chemicals are stored securely in a cool, dry, ventilated place Yes

Every container is labelled, including anything decanted No

Unlabelled container. Nobody can tell what is in it, how to use it or what to do after a splash. Take it out of use until it is identified and labelled. Never add other chemicals to a product containing bleach: HSE warns this can give off chlorine gas.

Photos of the chemical store



A COSHH assessment covers the cleaning products in use	Yes
Safety data sheets are available for the products in use	Yes
Protective gloves are provided and being worn	Yes
Colour-coded cloths, mops and buckets are in use	Yes
Colour scheme in use, and where it was not followed	Red for toilets and urinals, yellow for washroom basins, green for kitchens, blue for general areas. A blue cloth was in use at the tea point.
Wet floor signs are available and used during cleaning	Yes
Cleaning schedule is displayed in each washroom and kitchen	Yes
The schedule is signed off for every visit this week	No
Which visits are missing?	Tea point not signed for Tuesday or Wednesday evening.
Waste is kept in suitable bins, not left to build up	No
Recycling is separated and bins are labelled	Yes
Bin store is tidy, lids close and nothing is dumped around it	No

Photos of waste and recycling



4. Results

Areas inspected	4
Items checked	31
Items passed	23
Items failed	8
Overall score (%)	74
Areas below the pass mark	3
Change since the previous audit (percentage points)	-4
Result (green at or above the pass mark, amber within 10 points below it, red further below)	Red
Areas with a safety fail (walkways, cables or spillages)	1
Washrooms short of soap, hand drying or toilet roll	0
Chemical, equipment and waste checks answered No	4
Overall result	Does not meet the specification
Summary for the client	Overall score down on the last audit. The warehouse floor and fire exit route were clean and clear. The tea point missed two evening cleans and the bin store was overflowing. Washrooms were stocked but needed a midday check. One unlabelled spray bottle in the cleaner's cupboard, labelled on the day. Follow-up audit in two weeks.

5. Actions and sign-off

Actions 1: First floor tea point

Area	First floor tea point
Priority	Within 7 days
Action	Deep clean the floor and sink cupboard, and use green cloths only at the tea point. Cover the evening clean while the usual cleaner is off.
Owner	T. Szabo
Due date	6 Oct 2026
Status	Open

Actions 2: First floor tea point

Area	First floor tea point
Priority	Within 7 days
Action	Repair the broken floor tiles by the window and refit the sink cupboard door. Tiles taped off as a trip hazard until then.
Owner	R. Clarke, via the maintenance helpdesk
Due date	6 Oct 2026
Status	Open

Actions 3: Ground floor washrooms

Area	Ground floor washrooms
Priority	Immediate
Action	Midday check added to the washroom schedule.
Owner	T. Szabo
Due date	29 Sep 2026
Status	Closed on the day

Actions 4: Bin store, rear yard

Area	Bin store, rear yard
Priority	Immediate

Action	Extra general waste collection, and quote for a larger bin.
Owner	R. Clarke
Due date	1 Oct 2026
Status	Open

Actions 5: Cleaner's cupboard

Area	Cleaner's cupboard
Priority	Immediate
Action	Label the decanted sanitiser spray bottle.
Owner	T. Szabo
Due date	29 Sep 2026
Status	Closed on the day
Actions still open	3
Immediate actions still open	1

Immediate actions are still open. Agree with the cleaning supervisor who will close them today, and check them on the next visit.

Date of the next audit	13 Oct 2026
Auditor name	R. Clarke, facilities manager
Auditor signature	

R. Clarke

Cleaning supervisor name	T. Szabo
Cleaning supervisor comments	Agree with the findings. The tea point was missed with a cleaner off sick; cover is now in place.

Cleaning supervisor signature

T. Szabo

Date signed	29 Sep 2026
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