

Cleaning Schedule and Checklist

Daily, weekly or deep clean record: each area with the tasks done, anything missed and why, issues with photos, supplies to reorder and a supervisor check.

1. The clean

Where, when and who.

Project

Filled in from the project in SiteSurvey.

Customer

Site *

Site address

Date *

Start time

Cleaner or team

Which schedule is this? * (choose one)

- ☐ Daily clean
- ☐ Weekly clean
- ☐ Monthly or periodic clean
- ☐ Deep clean
- ☐ One-off or reactive clean

2. Areas

One entry for each area. Tick the tasks as you finish them.

Areas cleaned (copy this block for each one)

Area *

Type of area (choose one)

- ☐ Office
- ☐ Washroom
- ☐ Kitchen or canteen
- ☐ Reception
- ☐ Corridor or stairs
- ☐ Meeting room
- ☐ Warehouse or workshop
- ☐ Changing room
- ☐ Clinical or treatment room
- ☐ Other: _____

Tasks done (tick all that apply)

- ☐ Floors vacuumed or mopped
- ☐ Surfaces and desks wiped
- ☐ Bins emptied and relined
- ☐ Touch points disinfected: handles, switches, rails
- ☐ Glass and mirrors
- ☐ Toilets and urinals
- ☐ Sinks and taps
- ☐ Soap, paper and other consumables restocked
- ☐ Kitchen appliances and worktops
- ☐ High level dusting
- ☐ Walls and doors spot cleaned
- ☐ Other: _____

Anything on the schedule not done, and why

Anything to report in this area?

Damage, leaks, a blocked toilet, a broken dispenser, pests.

- ☐ Yes ☐ No

What, and who needs to know? (if applicable)

Photos (if applicable; photos: attach, or note the file names)

Areas cleaned (worked out automatically in the app)

Areas with something to report (worked out automatically in the app)

3. Supplies and safe working

What is running low, and how the work was done.

Running low (tick all that apply)

- ☐ Toilet paper
- ☐ Hand towels
- ☐ Soap
- ☐ Sanitiser
- ☐ Bin liners
- ☐ Cleaning chemicals
- ☐ Cloths and mop heads
- ☐ Nothing
- ☐ Other: _____

Was the site's colour code for cloths and mops followed?

- ☐ Yes ☐ No

If applicable: Colour coding keeps cloths and mops used in washrooms out of kitchens and offices. Use the code the site has set.

Were wet floor signs put out and collected?

- ☐ Yes ☐ No

Are the cleaning products locked away after use?

- ☐ Yes ☐ No

If applicable: HSE guidance for manual cleaning (COSHH Essentials SR4) is to store products securely in a cool, dry, ventilated, dark place, in a way that can retain any spills, and to store only the amount you need.

Faulty equipment

Finish time

4. Sign-off

Cleaner, and supervisor if the clean was checked.

Cleaner name

Cleaner signature

Was the clean checked by a supervisor or the customer?

- ☐ Yes ☐ No

Standard of the clean (if applicable; circle one (Poor to Excellent))

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments (if applicable)

Checked by (if applicable)

Signature (if applicable)