

Deep Clean Report

A deep clean report: every area with before and after photos, the tasks done, products used and anything found, plus COSHH and PPE checks and the client's sign-off.

1. Job

Project

Client

Site *

Site address

Site entrance (GPS)

Tap Mark current location when you arrive, so the client's report shows where the team was. Mark current location works on web forms today; the app version is on its way.

Date of the clean *

Time

Team leader *

Team size

Finish time

Agreed scope *

Walk Cam: before and after

Walk Cam video walk-through: available in the SiteSurvey app only.

2. Chemicals and PPE

Are COSHH assessments and safety data sheets on site for every product used?

☐ Yes ☐ No

If applicable: The COSHH Regulations require employers to adequately control exposure to substances hazardous to health, based on a risk assessment. The safety data sheet for each product helps make that assessment, but is not an assessment itself.

PPE worn (tick all that apply)

- ☐ Gloves
- ☐ Eye protection
- ☐ Mask or respirator
- ☐ Apron or overalls
- ☐ Safety footwear
- ☐ None needed

Were wet floor signs and barriers used?

- ☐ Yes ☐ No

3. Areas

Areas cleaned (copy this block for each one)

Area *

Type (choose one)

- ☐ Kitchen
- ☐ Washroom
- ☐ Office
- ☐ Corridor or stairs
- ☐ Ward or bedroom
- ☐ Warehouse or plant
- ☐ Other

Floor length (m)

With a tape or laser measure, for floors you scrubbed, extracted or mopped. Leave blank for areas priced by the job.

Floor width (m)

Floor area (m²) (if applicable; worked out automatically in the app)

Before photos (photos: attach, or note the file names)

Tasks done (tick all that apply)

- ☐ High-level dusting
- ☐ Surfaces cleaned and sanitised
- ☐ Touch points disinfected
- ☐ Floors machine scrubbed
- ☐ Carpets hot water extracted
- ☐ Degreasing
- ☐ Descaling
- ☐ Internal glass
- ☐ Vents and extract grilles
- ☐ Behind and under equipment

Products used and dilution

After photos (photos: attach, or note the file names)

Found during the clean (tick all that apply)

☐ Damage ☐ Pest activity ☐ Mould ☐ Leak ☐ Items left behind ☐ Nothing

Details (if applicable)

Size of the mould, damage or leak mark (m) (if applicable)

Photograph it face on with something of known size in the same plane, such as a 300 mm wall tile, and measure from the photo. It is an estimate for the client's report, not a survey.

Result (choose one)

☐ Complete ☐ Partly done ☐ Not done

Why not complete? (if applicable)

f_row (worked out automatically in the app)

f_done (worked out automatically in the app)

f_part (worked out automatically in the app)

f_find (worked out automatically in the app)

Areas recorded (worked out automatically in the app)

Areas complete (worked out automatically in the app)

Areas partly done or not done (worked out automatically in the app)

Areas complete (%) (worked out automatically in the app)

Areas where something was found (worked out automatically in the app)

Floor area recorded (m²) (worked out automatically in the app)

If applicable: Not every area is complete. The reason is recorded against each area: agree a return visit with the client and put the date in the client comments.

If applicable: Something was found during the clean. Tell the client in writing and pass pest activity to their pest contractor, and leaks or damage to whoever maintains the building. Cleaning does not fix the cause.

4. Client sign-off

Client satisfaction (choose one)

☐ Very satisfied ☐ Satisfied ☐ Not satisfied

Client comments

Client name

Client signature

Team leader name *

Team leader signature