

Cleaning Inspection Form

A general-purpose scored inspection form for any commercial site

Site _____ Date _____ Inspector _____

Entrance and Reception

	Pass	Fail	N/A
Entry glass and door hardware free of marks on both faces	☐	☐	☐
Mats lifted and the floor beneath cleaned	☐	☐	☐
Reception surfaces and seating dusted, including undersides	☐	☐	☐
Entry floor clean to the wall line, no build-up at the threshold	☐	☐	☐

Offices and Work Areas

	Pass	Fail	N/A
Desks and clear surfaces dusted without disturbing personal items	☐	☐	☐
Touchpoints cleaned: door handles, light switches, shared equipment	☐	☐	☐
Waste and recycling emptied, liners fitted, bin exteriors clean	☐	☐	☐
Floors vacuumed or mopped including under desks and along baseboards	☐	☐	☐

Restrooms

	Pass	Fail	N/A
Fixtures clean under the rim, at the base and at the floor seam	☐	☐	☐
Sinks, counters, taps and mirrors clean and streak-free at an angle	☐	☐	☐
All dispensers stocked to full and feeding correctly	☐	☐	☐
Floor mopped to the wall, drains clear, no odour at floor level	☐	☐	☐

Break Area and Kitchen

	Pass	Fail	N/A
Counters, sink and taps clean, no residue at the backsplash joint	☐	☐	☐
Appliance exteriors and handles cleaned, microwave interior as contracted	☐	☐	☐
Tables and chairs wiped including legs and the underside of table edges	☐	☐	☐
Waste and organics emptied, no residue in bin bases	☐	☐	☐

Corridors, Stairs and Floors

	Pass	Fail	N/A
Corridor floors clean edge to edge, corners and edges included	☐	☐	☐
Handrails and door frames wiped along the top and underside	☐	☐	☐
Stairwell treads and landings free of debris	☐	☐	☐
Hard floor finish uniform, no mop haze or streaking under overhead light	☐	☐	☐

Detail and Condition

	Pass	Fail	N/A
High dusting current: vents, light fixtures, tops of frames and ledges	☐	☐	☐
Glass partitions and interior windows free of hand marks	☐	☐	☐
Janitor closet tidy, chemicals labelled, mop heads hung to dry	☐	☐	☐
Building damage, leaks and failed lighting reported rather than cleaned around	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Previous inspection deficiencies verified as fixed	☐	☐	☐
Every fail on this form has a photo attached	☐	☐	☐
Any N/A carries a written reason	☐	☐	☐
Service log signed with date, time and inspector name	☐	☐	☐
Score calculated as passed items divided by items scored, excluding N/A	☐	☐	☐

Suggested frequency

Weekly	High-traffic sites and any site inside its first 90 days
Biweekly	Standard commercial offices with a stable record
Monthly	Low-traffic sites and small accounts with no open complaints
On complaint	Any site that generates a customer complaint, inspected within 48 hours

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