

Cleaning Inspection Report Template

Fill this in after the inspection to produce the one-page report you send the customer: header, score, deficiencies with photos, what was already fixed, and what happens next

Company _____ Prepared by _____ Date _____

1. Report Header

- ☐ Site name and address, and the customer name the contract is under

- ☐ Inspection date and the time you arrived and left

- ☐ Inspector name and title, plus the supervisor who owns the site

- ☐ Inspection type: full graded inspection, or a partial spot check with no score

- ☐ Reference number so the customer can quote this report back to you later

- ☐ Areas covered, and any area you could not access with the reason written next to it

2. Score and Summary

- ☐ Score as a percentage, with the pass count, fail count and N/A count shown beside it

- ☐ The same calculation written out once: passes divided by passes plus fails, N/A lines excluded

- ☐ Score for each area, so one clean area cannot average out a failing one

- ☐ Two or three sentences of plain summary: what held, what slipped, what you changed on the spot

- ☐ Comparison to the previous inspection score and date, up or down, with the number

- ☐ Any repeat failure from the last visit flagged as a repeat rather than logged as new

3. Deficiencies

- ☐ One row per failed item, written as the observable state rather than a task name

- ☐ Area the deficiency sits in, using the same area names as the checklist

- ☐ Photo attached to that specific item, not a folder of photos at the end of the report

- ☐ Note saying where exactly, in words the cleaner can act on without calling you
- ☐ Priority, and the date it is due back fixed
- ☐ Who it is assigned to by name, and whether they have acknowledged it
- ☐ Status at the time the report goes out: open, fixed and awaiting review, or closed

4. Fixed Since the Last Report

- ☐ Every deficiency from the previous report that is now closed, with its date closed
- ☐ The fix photo beside the original photo, in that order
- ☐ Time to fix and time to confirm for each one, in hours or days
- ☐ Anything still open past its due date, named and explained rather than left off the page
- ☐ Work that needed a quote and has not been approved, listed with the quote date

5. Outside the Contract

- ☐ Building faults you found that are not cleaning: a leak, a failed light, a broken dispenser
- ☐ Conditions that will keep failing until something is repaired or replaced
- ☐ Work you can quote separately: carpet extraction, floor refinishing, pressure washing
- ☐ Supply levels the customer provides and is running short of
- ☐ Access or safety problems that slowed the crew down

6. What Happens Next

- ☐ The date of the next inspection, written as a date and not a frequency
- ☐ Actions you are taking, each with a name and a date against it
- ☐ Anything you need from the customer, with the date you need it by
- ☐ Where the customer can see the live version of this report
- ☐ Your name, phone number and email at the bottom of the page

General commitments

- ☐ The report fits on one page for the customer, with the detail behind it available on request

- ☐ No internal commentary about staff performance in the customer copy

- ☐ Every deficiency in the report carries a photo, with no exceptions for minor items

- ☐ The score on the report matches the score on the form you filled in on site

- ☐ Dates are real dates, not "last week" or "recently"

- ☐ The report goes out within one business day of the inspection while it still matters

Review cadence

Per Inspection	Send after every graded inspection at the site's inspection frequency
Monthly	Roll the month's reports into one summary for the customer contact
Quarterly	Review the score trend and repeat failures with the supervisor
Annually	Bring the full set to the contract renewal conversation

Generated by KleanProof. Inspections with photo proof, deficiencies tracked from found to fixed.
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