Cleaning Supervisor Daily Site Report

One sheet per site per visit: what was checked, what failed, who owns the fix, and what the customer said

Company _____ Prepared by _____ Date _____

Visit

- [ ] Site name and the date written at the top
- [ ] Arrival and departure time
- [ ] Cleaners on shift at this site today, by name
- [ ] Anyone absent or covering, and who covered

Inspection

- [ ] Areas inspected today, by name
- [ ] Overall result or score for the visit
- [ ] Each failed item written as the area plus what was wrong
- [ ] Photo taken of every failed item

Fixes

- [ ] Each failed item assigned to a named cleaner
- [ ] Date each fix is due
- [ ] Items from a previous visit checked and confirmed fixed, or carried forward
- [ ] Anything fixed on the spot while you were there

Customer

- [ ] Spoke with the customer or property manager today (name)
- [ ] Complaints or requests they raised, word for word where possible

- [ ] Anything promised to the customer, with a date

Supplies, Equipment and Building

- [ ] Supplies running low or ordered
- [ ] Equipment broken or needing repair
- [ ] Building issues spotted for the customer (leaks, lights, damage, pests)

Tomorrow

- [ ] The one thing that has to happen at this site next visit
- [ ] Anything the office or the owner needs to know today

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