

Commercial Cleaning Inspection Checklist

A general building inspection: offices, common areas, restrooms and floors

Site _____ Date _____ Inspector _____

Entrance and Lobby

	Pass	Fail	N/A
Entry glass and door frames free of hand marks at push-plate height	☐	☐	☐
Walk-off matting flat, lifted and vacuumed underneath, no curled corners	☐	☐	☐
Floor inside the first 10 feet free of tracked-in grit and salt residue	☐	☐	☐
Reception counter and ledges dusted, including the back edge and cable runs	☐	☐	☐
Directory board, wayfinding signs and light switch plates free of smudges	☐	☐	☐
Lobby seating wiped, cushions straightened, nothing left under the chairs	☐	☐	☐
Corner and edge dust removed where the vacuum head cannot reach	☐	☐	☐
Exterior entry approach swept, no cigarette butts within 15 feet of the door	☐	☐	☐

Restrooms

	Pass	Fail	N/A
Toilet bowls clean under the rim and at the water line, no mineral ring	☐	☐	☐
Urinal screens present, drains free of odour, no dried splash on adjacent walls	☐	☐	☐
Toilet seats, hinges and the back of the tank wiped, not just the seat top	☐	☐	☐
Sink basins, taps and overflow holes clear of soap build-up and water spotting	☐	☐	☐
Mirrors streak-free when viewed at an angle, not head-on	☐	☐	☐
Soap, towel and tissue dispensers stocked and functioning, keys accounted for	☐	☐	☐
Partition walls and door handles wiped at hand height on both faces	☐	☐	☐
Floor edges and the base of every fixture free of build-up and hair	☐	☐	☐

Floor drains flushed, no standing water or sewer gas smell	☐	☐	☐
Waste and sanitary units emptied, liners fitted, lids clean	☐	☐	☐

Offices and Workstations

	Pass	Fail	N/A
Waste and recycling emptied, liners replaced, bins wiped when soiled	☐	☐	☐
Horizontal surfaces dusted around personal items without moving them	☐	☐	☐
Monitor bases, keyboard trays and phone handsets dusted, screens untouched	☐	☐	☐
Chair bases, castors and the underside of desk edges free of dust webs	☐	☐	☐
Vents, sprinkler heads and light diffusers free of visible dust	☐	☐	☐
Carpet vacuumed in a visible pattern including under-desk footwells	☐	☐	☐
Baseboards and the vertical rise where carpet meets wall free of build-up	☐	☐	☐

Break Area and Kitchen

	Pass	Fail	N/A
Countertops, backsplash and the strip behind the taps wiped down	☐	☐	☐
Sink and drain clear, no food debris in the strainer, taps polished	☐	☐	☐
Microwave interior including the ceiling and turntable ring cleaned	☐	☐	☐
Fridge exterior, handle and the seal groove wiped	☐	☐	☐
Coffee station drip tray emptied, grounds and spills removed	☐	☐	☐
Tables and chair seats wiped, table pedestals and chair legs included	☐	☐	☐
Waste bins emptied, lids cleaned, no residue in the bin base	☐	☐	☐
Floor mopped to the edges, no sticky film under the table legs	☐	☐	☐

Corridors, Stairwells and Elevators

	Pass	Fail	N/A
Corridor floors free of scuffs, edges and corners detailed	☐	☐	☐
Stair treads, nosings and landings clear, handrails wiped end to end	☐	☐	☐
Under-stair corners free of accumulated debris	☐	☐	☐
Elevator floor tracks free of grit, no debris in the door channel	☐	☐	☐
Elevator interior walls, handrails and control panel wiped	☐	☐	☐

Fire extinguisher cabinets, exit signage and door tops dusted	☐	☐	☐
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Hard Floors and Carpet

	Pass	Fail	N/A
Hard floor finish uniform, no dull traffic lanes or mop swirl	☐	☐	☐
No black scuff marks along walls or at door swings	☐	☐	☐
Grout lines free of build-up in wet areas	☐	☐	☐
Carpet free of visible spots, spots logged if they need extraction	☐	☐	☐
Corners, edges and under fixed furniture vacuumed, not just open floor	☐	☐	☐
Entrance transitions and thresholds free of accumulated soil	☐	☐	☐

Janitor Closet and Equipment

	Pass	Fail	N/A
Closet organized, chemicals labelled and stored below eye level	☐	☐	☐
Mop heads and cloths clean, hung to dry, not left in buckets	☐	☐	☐
Vacuum filters and brush rolls clear of hair and string	☐	☐	☐
Safety Data Sheets present and current for every chemical on site	☐	☐	☐
Sink and floor in the closet clean, no standing dirty water	☐	☐	☐
Supply levels adequate to finish the next full service	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Lights left as found per the site instructions	☐	☐	☐
All doors secured and alarm set per the site access procedure	☐	☐	☐
No cleaning equipment or cords left in circulation paths	☐	☐	☐
No chemical odour lingering in occupied areas	☐	☐	☐
Anything broken, leaking or unsafe reported the same visit	☐	☐	☐
Deficiencies from the previous inspection verified as fixed	☐	☐	☐

Suggested frequency

Daily	Restrooms, waste removal, entrance glass, break areas, high-traffic floors
Weekly	Full vacuum including edges, detail dusting, stairwells, elevator tracks
Monthly	High dusting, vents and diffusers, baseboards, grout in wet areas
Quarterly	Carpet extraction, hard floor restoration, closet and equipment check

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