Floor Care Inspection Checklist

Inspection of hard floor strip and refinish work, scrub and recoat, burnishing and carpet extraction, scored the morning after the crew leaves

Site _____ Date _____ Inspector _____

Before the Work Starts

	Pass	Fail	N/A
Floor type confirmed (VCT, sheet vinyl, LVT, sealed concrete, terrazzo) and the stripper and finish matched to it	☐	☐	☐
Furniture, mats and bins moved out and their positions noted or photographed for the put-back	☐	☐	☐
Baseboards, door frames and elevator thresholds protected where the stripper slurry could splash	☐	☐	☐
Wet floor signs and barrier tape placed at every entry to the work area	☐	☐	☐
Floor drains, carpet edges and electrical floor boxes covered or worked around by hand	☐	☐	☐

Strip

	Pass	Fail	N/A
Old finish fully removed down to the tile, no dull patches of old finish left when the floor is dry	☐	☐	☐
Edges and corners stripped by hand, no yellow or grey band left along the baseboard	☐	☐	☐
Slurry picked up with the wet vac or auto scrubber before it dried on the floor	☐	☐	☐
Floor rinsed and neutralized, no white haze or tacky feel once dry	☐	☐	☐
Baseboards and walls wiped clean of slurry splash	☐	☐	☐

Finish Coats

	Pass	Fail	N/A
Number of coats applied matches the spec or work order	☐	☐	☐
Each coat dry to the touch before the next one went down	☐	☐	☐
No mop lines, puddles, or ridges at the end of each pass	☐	☐	☐
Finish kept a few inches off the baseboard on the final coat so it does not build up against the wall	☐	☐	☐

No hair, lint or grit trapped in the finish	☐	☐	☐
Even gloss across the whole floor when viewed against the light from a low angle	☐	☐	☐

Scrub and Recoat

	Pass	Fail	N/A
Floor deep scrubbed with the right pad so the top coat is abraded but not stripped through	☐	☐	☐
Scrub water picked up and floor rinsed before recoating	☐	☐	☐
Recoat covers the traffic lanes and blends into the edges with no visible lap line	☐	☐	☐
Worn traffic lanes that reached bare tile flagged for a full strip next cycle	☐	☐	☐

Burnishing

	Pass	Fail	N/A
Floor dust mopped and damp mopped before burnishing	☐	☐	☐
Pad matched to the finish and the burnisher speed	☐	☐	☐
Even shine, no swirl marks or scorched patches from a burnisher left running in one spot	☐	☐	☐
Fine dust from burnishing dust mopped off after	☐	☐	☐

Carpet Extraction

	Pass	Fail	N/A
Carpet vacuumed thoroughly before extraction	☐	☐	☐
Traffic lanes and spots pre-treated	☐	☐	☐
No soap residue left (carpet does not feel sticky or attract soil quickly afterward)	☐	☐	☐
Carpet left damp, not soaked, with air movers placed where drying will be slow	☐	☐	☐
Carpet pile groomed in one direction	☐	☐	☐

Put-back and Handover

	Pass	Fail	N/A
Furniture, mats and bins returned to their original spots, with felt pads or glides under chair and table legs	☐	☐	☐
No furniture dragged across fresh finish	☐	☐	☐
Signs and tape removed only once the floor is safe for foot traffic	☐	☐	☐

Equipment, pads and empty containers removed, janitor closet left clean	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Work order shows the date, areas covered and the method used for each	☐	☐	☐
Chemical containers labelled and stored per the building's rules	☐	☐	☐
Wet floor signs in place while any section of the floor was wet	☐	☐	☐
Before and after photos taken of each area	☐	☐	☐
Any damaged tile, lifting seams or stains that would not come out reported to the client in writing	☐	☐	☐

Suggested frequency

Daily	Dust mop and damp mop hard floors, vacuum carpet, spot clean spills
Weekly	Burnish high-traffic hard floors in lobbies and corridors
Monthly	Spot extraction on carpet traffic lanes, scrub and recoat entrances in winter
Quarterly	Scrub and recoat hard floors, full carpet extraction in high-traffic areas
Annually	Full strip and refinish on VCT, deep extraction of all carpet

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