

Post-Construction Cleaning Checklist

Rough clean, final clean and touch-up, scored phase by phase, with a sign-off at the end

Site _____ Date _____ Inspector _____

Phase 1: Rough Clean

	Pass	Fail	N/A
Large debris, offcuts, packaging and trade garbage removed to the bin	☐	☐	☐
Floors swept and vacuumed of drywall dust and screws before flooring goes down	☐	☐	☐
Window frames and tracks vacuumed of drywall dust and grit	☐	☐	☐
Protective film and floor coverings left in place where trades are still working	☐	☐	☐
HVAC registers and duct openings checked for debris, covers in place	☐	☐	☐
Electrical boxes and floor outlets cleared of packed dust	☐	☐	☐

Phase 2: Final Clean

	Pass	Fail	N/A
Stickers, labels and protective film removed from glass, fixtures and appliances	☐	☐	☐
Paint and silicone removed from glass with a fresh blade, tempered glass checked for scratches	☐	☐	☐
Window tracks, sills and frames wiped free of dust and grit	☐	☐	☐
Doors, frames and hinges wiped, paint drips removed from hardware	☐	☐	☐
Light fixtures, switch plates and outlet covers free of dust and paint	☐	☐	☐
HVAC registers and return grilles vacuumed or removed and washed	☐	☐	☐
Cabinets and drawers wiped inside and out, shelves free of sawdust	☐	☐	☐
Countertops, sinks and faucets free of grout haze, caulk smears and fingerprints	☐	☐	☐
Restroom fixtures, partitions and tile free of grout haze and adhesive	☐	☐	☐
Hard floors vacuumed then damp mopped, grout haze and paint spots removed	☐	☐	☐
Carpet vacuumed with a HEPA vacuum, edges and corners included	☐	☐	☐
Baseboards, ledges and the top of every door frame wiped	☐	☐	☐

Phase 3: Touch-Up

	Pass	Fail	N/A
Areas re-cleaned where punch-list trades worked after the final clean	☐	☐	☐
Dust from the first HVAC run wiped off horizontal surfaces	☐	☐	☐
Fingerprints from the owner's walkthrough removed from glass, stainless steel and doors	☐	☐	☐
Floors re-mopped along the path the client will take	☐	☐	☐
Every light switched on, no dead insects in the lenses	☐	☐	☐
Exterior entry swept, construction signage and caution tape removed	☐	☐	☐

Sign-Off

	Pass	Fail	N/A
Walkthrough completed with the general contractor or site superintendent	☐	☐	☐
Every Fail photographed and listed with its location	☐	☐	☐
Items belonging to other trades separated from cleaning items on the list	☐	☐	☐
Return date agreed for every cleaning item still open	☐	☐	☐
Sign-off recorded with name, date and time	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Crew wearing the site's required PPE: hard hat, vest, safety boots and eye protection	☐	☐	☐
Fine dust removed with a HEPA vacuum rather than dry swept into the air	☐	☐	☐
No finish damaged by the cleaning itself: scratched glass, marked paint, stripped hardware	☐	☐	☐
Damage found before cleaning photographed and reported to the superintendent before work starts	☐	☐	☐
Chemicals and equipment removed from site at the end of each phase	☐	☐	☐

Suggested frequency

Rough Clean	After framing, drywall and mechanical rough-in, before flooring and finish paint
Final Clean	After every trade has finished, before the owner or tenant walkthrough
Touch-Up	After punch-list work, within one to two days of occupancy

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