

New cleaning company: first 30 days

Keep this sheet at your desk for the first month and tick each step as it is done.

Building _____

Cleaning company contact _____

Kept by _____

Start date _____

Before night one

- ☐ Every walked room on the written plan
- ☐ Tasks and frequencies set for each area
- ☐ Cleaning days and start window agreed
- ☐ Supplies settled: buyer, stock location, refills
- ☐ Target month set for periodic floor and carpet work

Keys and entry

- ☐ Keys, fobs or cards issued and recorded
- ☐ Crew alarm code set and arming steps walked
- ☐ Entry door, parking and loading area named
- ☐ Restricted rooms marked
- ☐ Building management told about after-hours entry

Week one mornings

- ☐ Bins empty and relined
- ☐ Restrooms clean and dispensers full
- ☐ Kitchen counters, sink and appliance fronts wiped
- ☐ Floors done, corners included
- ☐ Doors locked and alarm set
- ☐ Daily note written with the date

Weeks two and three

- ☐ One staff member collecting cleaning notes
- ☐ Notes sent to one company contact
- ☐ Reply received within one business day
- ☐ Supervisor quality inspection held
- ☐ Repeat misses turned into plan changes

Day 30 review

- ☐ Walkthrough booked and held
- ☐ Frequencies raised or lowered by room
- ☐ Tasks added or dropped
- ☐ Supply levels and dispenser sizes adjusted
- ☐ Periodic work dates fixed
- ☐ Feedback routine confirmed

Notes
