

DETAILS	
Account:	
Contact Person:	
Address:	

CLEANING TASKS SCORED

0 is the lowest grade - 5 is the highest grade. If category does not apply, place an "X" in the Box and deduct 5 points for each "X" from the Total Possible Score.

Total Point Possible	
Deduction (5 Point for "X")	
Total Possible Score	
Total Actual Score	
Percentage rating %	

OFFICES (65)	
Tiles	
Carpet	
Rubbish Bins	
Corner	
Low Dusting	
High Dusting	
Ledges/Pictures	
Ceiling Vents	
Desks/Chairs	
Vertical Surfaces	
Light Switches	
Partition Glass	
Rubbish Bins	

TOILETS (65)	
Floors	
Corners/Edges	
Toilets	
Urinals	
Basins	
Counter Area	
Tap Surroundn	
Under Basins	
Rubbish Bins	
Paper/Towels	
Soap/Dispenser	
Top of Cubicles	
Bright Work	
Mirrors	

LOBBY / ENTRANCE (30)	
Glass	
Doors	
Tile/Carpet	
Corners/Edges	
Furnishings	
Spider web	

KITCHEN (65)	
Floor Surfaces	
Sinks	
Rubbish Bins	
Ext Kitchen & Appliance Surfaces	
Tables, Chairs & Counters	
Ceiling air vents, return air Grilles	

LIFT (30)	
Floor	
Mirrors & Indicators	
Stainless Steel Surface	

CAR PARKING (15)	
Rubbish Removal	
Stain & Spillage Removal	
Floor	

EXTERNAL (30)	
Floor	
Corner	
Spider web	
Rubbish Removal	
Wipe Tables & Chairs as Appropriate	
Glass Doors	

STAIRS (20)	
Floors	
Walls	
Handrails	
Glass	

NOTES & COMMENTS

OPERATIONS REPRESENTATIVE

DATE

CUSTOMER SIGNATURE

RE-INSPECTION DATE