

CLEANING

Inspection Template

WHAT IS A CLEANING INSPECTION TEMPLATE USED FOR:

A Cleaning Inspection Template ensures consistent cleaning quality across properties. It tracks deficiencies, holds cleaning teams accountable, and saves time with a standardized checklist. This template is essential for maintaining high cleaning standards, improving client satisfaction, and streamlining inspection processes.



EVERY CLEANING INSPECTION TEMPLATE SHOULD INCLUDE:

DETAILED AREAS:

A comprehensive list of typical cleaning areas

QUALITY DESCRIPTIONS:

Describe the cleaning quality ratings

ADDITIONAL NOTES:

Space to document issues and feedback

DOWNLOAD THE TEMPLATE

By downloading this Cleaning Inspection Template, you can streamline your inspection process, maintain consistent cleaning standards, and ensure accountability across all cleaning tasks. This will improve your cleaning quality, enhance client relationships, and increase operational efficiency.

INSPECTION DETAILS

Client Name			
Property Address			
Route Number			
Crew Name	Inspector Name	Date	Time

Additional Inspection Information

Inspection Frequency	Inspection Type	Weather Conditions
(daily, weekly, monthly)	(routine, follow-up, or post-cleaning)	(any weather factors that might impede cleaning)

Inspection Checklist

Area	Excellent	Acceptable	Poor	Additional Notes
Floors	Floors are spotless, no debris, streak-free, and shiny.	Floors are generally clean but may have some minor streaks or spots.	Floors have visible dirt, debris, stains, or streaks.	
Windows	Windows are crystal clear with no smudges, streaks, or dust on sills.	Windows are clean but might have minor smudges or streaks.	Windows have noticeable smudges, streaks, and dust buildup on sills.	
Kitchen Areas	All surfaces are disinfected, appliances are spotless, no trash, and floors are clean.	Surfaces and appliances are mostly clean, but some minor spots might be present.	Surfaces and appliances are dirty, trash is present, and floors are visibly dirty.	



Area	Excellent	Acceptable	Poor	Additional Notes
Bathrooms	Fixtures, sinks, and toilets are thoroughly cleaned and disinfected; no odors.	Fixtures, sinks, and toilets are generally clean but may have minor water spots.	Fixtures, sinks, and toilets are dirty or have odors; visible soap scum, or grime.	
Cubicles	Desks are dust-free, trash bins emptied, and surfaces sanitized.	Desks have minor dust, trash bins are emptied, and surfaces are generally clean.	Desks are dusty, trash bins are full, and surfaces have not been sanitized.	
Reception Areas	Reception desk and seating area are spotless, with no dust or trash present.	Reception desk and seating area are generally clean with minor dust.	Reception desk and seating area are dusty, with trash or clutter present.	
Elevators	Floors, walls, and buttons are clean and disinfected, with no odors or smudges.	Floors, walls, and buttons are generally clean with minor smudges.	Floors, walls, and buttons are dirty, with noticeable smudges or odors.	
Stairwells	Steps and railings are clean, with no debris or dust.	Steps and railings are generally clean but may have minor dust or debris.	Steps and railings are dirty, with noticeable dust and debris.	
Conference Rooms	Tables and chairs are clean and arranged; there is no trash; AV equipment is dust-free.	Tables and chairs are generally clean but may have minor dust or trash.	Tables and chairs are dirty, AV equipment is dusty, and trash is present.	
Parking Areas	No trash, oil stains, or debris; well-marked spaces.	Generally clean with minor trash or oil stains.	Trash, oil stains, and debris are present; spaces are poorly marked.	
Common Areas	Furniture is clean and arranged, floors are spotless, and no trash or odors are present.	Furniture is generally clean but may have minor dust or trash.	Furniture is dirty, floors have visible dirt or stains, and trash or odors are present.	
Storefronts	Windows and doors are spotless, displays are dust-free, and there is no trash around the entrance.	Windows and doors are clean but may have minor smudges; displays have minor dust.	Windows and doors are dirty, displays are dusty, and trash is present around the entrance.	
Storage Rooms	Items are organized, floors are clean, no dust or clutter.	Items are generally organized but may have minor dust or clutter.	Items are disorganized, floors are dirty, and there is significant dust or clutter.	



Corrective Actions

Area	Issue	Corrective Action	Responsible Person	Deadline
Floors	Visible dirt and debris	Sweep and mop thoroughly		DD/MM/YY

Signatures

Inspector Signature	Date	Crew Leader Signature	Date

Best Practices for a Cleaning Inspection Checklist

- 1. Regular Inspections:** Schedule regular inspections to maintain high cleaning standards and address issues promptly.
- 2. Detailed Documentation:** Use detailed descriptions for different quality levels to provide clear guidelines for cleaning staff.
- 3. Accountability:** Assign responsibility for each area to specific team members to ensure accountability.
- 4. Feedback Loop:** Include space for additional notes to document specific issues or feedback from inspections.
- 5. Consistency:** Ensure the checklist is used consistently across all sites to standardize cleaning quality.