FILLED EXAMPLE / FICTIONAL SITE AND PHOTO REFERENCES

Janitorial Quality Inspection Checklist

Inspect the finished work against the agreed scope for this shift.

Site	Inspection date and time	Supervisor	
Demo site A - Office building	Nov 17, 2026 / 7:10 p.m. ET	LM	
Shift or work order	**Areas in scope**		**Record ID**
Evening cleaning / WO-017	Level 2 restrooms and service area		QI-017

Inspection results

Mark one result per row. Pass = meets standard. Fail = needs correction. N/A = outside scope; note why.

Check	Pass	Fail	N/A	Observation or N/A reason
01 Restrooms: soap dispensers stocked and working	☐	☑	☐	Level 2 west: empty soap dispenser.
02 Restrooms: paper supplies stocked	☑	☐	☐	
03 Restrooms: sinks and counters visibly clean	☑	☐	☐	
04 Restrooms: floors clean with no standing water	☑	☐	☐	
05 Service areas: bins emptied and liners replaced	☑	☐	☐	
06 Entry and lobby: floors free of visible debris	☐	☐	☑	Lobby outside this work order.

Corrective action and recheck

Use one block per failed item. Keep the original Fail. Use another copy if more than two items fail.

Item and issue		Photo reference before (file ID or link)
01 - Level 2 west soap dispenser empty		QI-017-01-before.jpg
Required correction	**Assigned to**	**Due date and time**
Refill dispenser and test the pump.	AR - Evening cleaner	Nov 17 / 8:00 p.m. ET
Recheck date, time and reviewer	**Recheck result**	**After photo reference or verification note**
Nov 17 / 7:42 p.m. ET / LM	Pass	QI-017-01-after.jpg; soap dispensed on test.

Item and issue		Photo reference before (file ID or link)
Required correction	**Assigned to**	**Due date and time**
Recheck date, time and reviewer	**Recheck result**	**After photo reference or verification note**

Supervisor sign-off

Final decision (Accepted / Corrections open)	Supervisor initials and date/time
Accepted after recheck	LM / Nov 17, 2026 / 7:45 p.m. ET