

First 30 days with a new cleaning company

Work down this sheet across the first month and date each line as it is done.

Building _____

Cleaning company _____

Start date _____

Checked by _____

Before the first night

- ☐ Every area walked together with the task list
- ☐ Restricted rooms and hands-off items pointed out
- ☐ Keys or fobs handed over and logged
- ☐ Alarm codes shared and arming tested together
- ☐ Closet, supply storage and dumpster shown
- ☐ Day-to-day contact named on each side
- ☐ Proof of insurance on file

Week one mornings

- ☐ Restrooms clean, dispensers stocked
- ☐ Every bin emptied, under-desk bins included
- ☐ Breakroom counters, sink and tables wiped
- ☐ Doors locked, lights off, alarm armed
- ☐ Restricted rooms left as instructed
- ☐ Scheduled floors vacuumed and mopped
- ☐ Misses sent the same day with room and task

Weeks two and three

- ☐ Spot checks on two or three mornings
- ☐ One channel agreed for notes
- ☐ Each note tracked until fixed
- ☐ Weekly tasks checked after their night
- ☐ Staff asked what they notice
- ☐ Rooms with changed use flagged

Day 30 review

- ☐ Room frequencies raised or lowered
- ☐ Tasks added, moved or dropped
- ☐ Floor care or carpet extraction booked
- ☐ Supplies and restocking settled
- ☐ Note handling and fix speed discussed
- ☐ Changes written down
- ☐ Next review date set

Notes
