**[Company name]**

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

# Cleaning Inspection Checklist

*Checking cleaning properly instead of assuming it: each area inspected against a standard, with faults recorded.*

**Inspection details**

| | |
|---|---|
| **Inspection date** | **[Inspection date]** |
| **Inspector** | **[Inspector name]** |
| **Cleaning provider** | **[Cleaning provider]** |
| **Area** | **[Area]** |

## Reception and common areas

| ✓ | Check | Result (OK / Fault / N-A) | Notes |
|---|---|---|---|
| | Floors clean and free of marks. | | |
| | Seating tidy and aligned. | | |
| | Glass doors smudge-free. | | |
| | Bins emptied and relined. | | |
| | Reception desk clear of clutter. | | |

## Workstations and desks

| ✓ | Check | Result (OK / Fault / N-A) | Notes |
|---|---|---|---|
| | Desks wiped; crumbs and dust removed. | | |
| | Keyboards and phones wiped. | | |
| | Bins emptied and relined. | | |
| | Cables tidy; no trip hazards. | | |
| | Shared equipment (printers, headsets) wiped. | | |

# [Company name]

## Meeting rooms

| ✓ | Check | Result (OK / Fault / N-A) | Notes |
|---|---|---|---|
| | Tables wiped. | | |
| | Chairs pushed in and aligned. | | |
| | Whiteboards wiped clean. | | |
| | Bins emptied. | | |
| | Screens switched off. | | |

## Washrooms

| ✓ | Check | Result (OK / Fault / N-A) | Notes |
|---|---|---|---|
| | Toilets cleaned and disinfected. | | |
| | Sinks and taps cleaned. | | |
| | Mirrors wiped. | | |
| | Soap, paper towels, and toilet paper restocked. | | |
| | Floors mopped. | | |

## Faults and follow-up

Log each fault found and follow it to a fix date.

| Fault | Area | Reported to | Fixed on |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## [Company name]

### Completion

| ✓ | Check | Result (OK / Fault / N-A) | Notes |
|---|---|---|---|
| | All four areas are inspected against the standard - no area skipped. | | |
| | Faults are recorded with the area and a fix date. | | |
| | The overall result is signed and follow-up is booked with **[Cleaning provider]**. | | |

### Sign-off

| | |
|---|---|
| **Inspected by** | **[Inspector name]** |
| **Inspection date** | **[Inspection date]** |
| **Area** | **[Area]** |
| **Overall result** | Pass / Fail |
| **Follow-up date** | |

| | |
|---|---|
| **Document** | Cleaning Inspection Checklist |
| **Version** | 2.0 (redesign) |
| **Prepared by** | **[Name and role]** |
| **Owner** | **[Name and role]** |
| **Date** | **[DD Month YYYY]** |
| **Review date** | **[DD Month YYYY]** |