Ashford Business Services Ltd

Cleaning Inspection Checklist

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

Inspection details

Inspection date	**9 November 2026**
Inspector	**Sarah Mitchell**
Cleaning provider	**Cleaning provider**
Area	**Area**

Reception and common areas

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

Workstations and desks

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

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Meeting rooms

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

Washrooms

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

Faults and follow-up

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

Fault	Area	Reported to	Fixed on

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Fault	Area	Reported to	Fixed on

Completion

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

Sign-off

Inspected by	**Sarah Mitchell**
Inspection date	**9 November 2026**
Area	**Area**
Overall result	Pass / Fail
Follow-up date	

Document	Cleaning Inspection Checklist
Version	2.0 (redesign)
Prepared by	**James Patel, Office Manager**
Owner	**Emma Clarke, Finance Manager**
Date	**9 November 2026**
Review date	**9 November 2026**