[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 service quality inspection form

Spot-check a clean - supervisor inspection against the standard.

Client	[Client name]
Date	[Date]
Inspected by	[Name]
Cleaner	[Name]

Checks

Check	Yes	No	N/A
Dusting - all surfaces including high and low areas	☐	☐	☐
Kitchen - to the agreed standard	☐	☐	☐
Bathrooms - to the agreed standard	☐	☐	☐
Floors - vacuumed and mopped, edges done	☐	☐	☐
Bins - emptied, relined, area clean	☐	☐	☐
Client extras completed - [as listed]	☐	☐	☐
No damage or issues found	☐	☐	☐
Overall finish - would you sign this off?	☐	☐	☐

Actions required

[List any issues found and what was done]

Sign-off

Checked by	Signature	Date