New cleaning company: the first 30 days

Keep this sheet with the task list and tick each line as the month moves along.

Building _____ **Cleaning company** _____

Our contact _____ **Start date** _____

Before the first visit

- [ ] Walkthrough done, storage, stairs and locked rooms included
- [ ] Floor material noted room by room
- [ ] Restroom fixtures and dispensers counted
- [ ] Busy and quiet hours noted
- [ ] Written task list received and read
- [ ] Supply arrangement settled

Keys, alarm and entry

- [ ] Keys, fobs or cards signed for
- [ ] Alarm code set for the crew's hours
- [ ] Entry, panel and lights-out steps written down
- [ ] Locked rooms marked on the task list
- [ ] Landlord sign-in steps passed along

Week one mornings

- [ ] Restroom fixtures, floors and dispensers
- [ ] Kitchen sink, counters and bins
- [ ] Front door glass and walk-off area
- [ ] Desks and shared surfaces
- [ ] Trash and recycling at every point
- [ ] Doors locked and alarm armed
- [ ] Week-one notes sent as one list

Weeks two and three

- [ ] One channel chosen for requests
- [ ] Repeat misses tracked for the week
- [ ] Supervisor inspection dates on the calendar
- [ ] Staff know whom to tell about spills and empty dispensers

Day 30 review

- [ ] Tasks moved between intervals
- [ ] Rooms added or dropped
- [ ] Floor and carpet work on the calendar
- [ ] Supply reserve sized to real use
- [ ] Contact routine confirmed

Notes