

New cleaning service: your month-one sheet

Keep this sheet with your task list and tick each step as the first month goes by.

Facility _____ Cleaning company _____

Your contact _____ Start date _____

Before the first visit

- ☐ Keys, cards or door codes handed over and logged by number
- ☐ Alarm codes, key zones and false-alarm steps explained
- ☐ Crew entrance and parking agreed
- ☐ Timers on lights, HVAC or elevators listed
- ☐ Locked or escort-only rooms named
- ☐ Your contact and a backup named
- ☐ Property manager's after-hours rules shared, if multi-tenant

Task list sign-off

- ☐ Every area named, with a frequency on each task
- ☐ Rooms with special use given their own line
- ☐ Supplies: who purchases and who loads dispensers
- ☐ Agreed copy kept where your contact and the crew can find it

Week one walks

- ☐ Restrooms: fixtures, floors and every dispenser
- ☐ Breakroom: counters, sink, tables and trash
- ☐ Workstations: bins emptied, clear surfaces dusted
- ☐ Entries: glass doors, mats and lobby floor
- ☐ Carpet vacuumed and hard floor edges free of dust
- ☐ Building secured on exit: lights, doors, alarm
- ☐ Misses noted with room and date

Weeks two and three

- ☐ Notes sent to the company contact once or twice a week
- ☐ Staff comments routed through your contact
- ☐ Upcoming events or moves flagged early
- ☐ New standing requests added to the list in writing
- ☐ Repeat issues marked for the review

30-day review

- ☐ Review booked near day 30
- ☐ Tasks done well noted
- ☐ Repeat issues and what changed after you raised them
- ☐ Frequencies to raise or lower
- ☐ Floor or carpet care to schedule next
- ☐ Updated task list agreed
- ☐ Regular spot checks scheduled from here

Notes
