

Commercial Cleaning Monthly Inspection Report

Monthly Inspection Report

Inspector's Name

Date

Location

Address #1

Address #2

Inspection Time (Start)

City

State

Inspection Time (End)

Zip

General - Floor, Walls, Partitions, Doors

Rating (1 - 5)

Agreed Remedial Action?

Toilet Inspection

Toilet - Basins, Counters, Fittings, Mirrors

Rating (1 - 5)

Agreed Remedial Action?

Toilet - Toilet bowls, seats, lids, urinals

Rating (1 - 5)

Agreed Remedial Action?

Toilet - Rubbish removal, refill dispensers

Rating (1 - 5)

Agreed Remedial Action?

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Toilet - Grills, drains and vents

Rating (1 - 5)

Agreed Remedial Action?

Office/Room Inspection

Office/Room - Carpets, floors

Rating (1 - 5)

Agreed Remedial Action?

Office/Room - Walls, doors, glass

Rating (1 - 5)

Agreed Remedial Action?

Office/Room - Sills, ledges, etc

Rating (1 - 5)

Agreed Remedial Action?

Office/Room - Air conditioning, diffusers, vents

Rating (1 - 5)

Agreed Remedial Action?

Office/Room - Furniture, desks, cabinets, etc

Rating (1 - 5)

Agreed Remedial Action?

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Staff Room/Kitchen Inspection

Staff Room/Kitchen- Hard flooring

Rating (1 - 5)

Agreed Remedial Action?

Staff Room/Kitchen- Sinks, bench tops, tiles

Rating (1 - 5)

Agreed Remedial Action?

Staff Room/Kitchen- Appliances, table tops

Rating (1 - 5)

Agreed Remedial Action?

Staff Room/Kitchen- Walls, doors, glass

Rating (1 - 5)

Agreed Remedial Action?

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Lobby/Public Area Inspection

Lobby/Public Area - Walls, doors, glass

Rating (1 - 5)

Agreed Remedial Action?

Lobby/Public Area - Hard floors

Rating (1 - 5)

Agreed Remedial Action?

Lobby/Public Area - Balconies

Rating (1 - 5)

Agreed Remedial Action?

Lobby/Public Area - Rubbish removal, debris, etc.

Rating (1 - 5)

Agreed Remedial Action?

Lobby/Public Area - Internal stairs

Rating (1 - 5)

Agreed Remedial Action?

Lobby/Public Area - Sills, ledges, etc

Rating (1 - 5)

Agreed Remedial Action?

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Lobby/Public Area - Lifts

Rating (1 - 5)	Agreed Remedial Action?
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Final Information

Comments

Signature	Supervisor Name	Date
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