First month with a new janitorial company

Use one section per stage of the month, then bring the sheet to the 30-day review.

Facility _____ **Cleaning contact** _____

Completed by _____ **Start date** _____

Start-up walkthrough

- ☐ Every zone on the task list visited, including far restrooms and the dock
- ☐ Areas the crew must not enter marked on a floor plan
- ☐ Site safety orientation given, with protective equipment for each zone
- ☐ Pedestrian walkways and forklift routes pointed out
- ☐ Janitor closet, supply storage and the trash and recycling route shown
- ☐ A contact named on your side for questions in the first weeks

Keys, badges and alarm

- ☐ Keys or badges issued, logged by number and signed for
- ☐ Alarm codes set up for the cleaning crew, separate from staff codes
- ☐ Arming and disarming steps written down, with the call list for a trip
- ☐ Doors that stay locked, and the ones the crew locks behind it
- ☐ Lights, thermostats and equipment left exactly as found
- ☐ Keys and codes from any earlier cleaning service collected or changed

Week one

- ☐ Building walked on two or three mornings, task list in hand
- ☐ Far restrooms, pack-station trash points and seldom-used rooms checked
- ☐ Misses noted with their location and sent to the supervisor that day
- ☐ Next-night fixes confirmed on the following morning
- ☐ Rooms left off the task list added
- ☐ Frequencies that do not suit the building adjusted

Weeks two and three

- ☐ One contact on each side, reached in a way both of you check
- ☐ A shared log the crew reads at the start of each visit
- ☐ Supervisor quality inspection results passed along to you
- ☐ Supply levels checked against the fill level you set
- ☐ Changes in shifts, hours or headcount reported to the cleaning contact

Day 30 review

- [ ] Items missed more than once, and the change that stops it
- [ ] Frequencies moved up or down, room by room
- [ ] Supply levels confirmed, and who reorders
- [ ] Dates booked for periodic work such as floor scrubbing or high dusting
- [ ] Rooms or tasks added as operations change
- [ ] Date set for the next review

Notes