

CLEANING INSPECTION REPORT

TITLE: GUARANTEED CLEANING SERVICES INSPECTION REPORT

LOCATION: WASHINGTON, DC METRO AREA

DATE: FRIDAY, 2020 8AM

COMPLETED BY: JOHN DOE - AREA MANAGER

1. Entrance Lobby:



MEETS STANDARD

Floors vacuumed

Comment: Floors were vacuumed. Advised breaking the metal wand apart and using nozzle to get in corners. Also saw floors getting mopped



MEETS STANDARD

Furniture cleaned & arranged neatly

Comment: Checked lobby and conf room furniture



Glass doors cleaned



MEETS STANDARD

Front desk wiped

2. Hallways:



MEETS STANDARD

Floors vacuumed & mopped

Comment: Hallways on all floors we're consistent with solid vacuuming



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3. Bathrooms:



EXCEEDS STANDARD

Sink & fixtures polished

Comment: I checked almost every bathroom including the ones in the small building. All Fixtures were thoroughly polished



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MEETS STANDARD

Toilet inside, outside & base

Comment: Again, I went through every bathroom in the facility and didn't find one toilet bowl that had residue on the inside. I was told that the inside of bowls was scrubbed twice a week. I saw no indications of heavy build up. I did notice one toilet with a few hairs and small debris behind the toilet on the floor. I showed the crew and asked them to check for that a few times a week.





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MEETS STANDARD

Paper & soap filled

Comment: Paper was filled AND toilet tissue was arranged neatly in every bathroom. Soap dispensers are also well wiped and dust free.



4. Offices & Cubicle Areas:



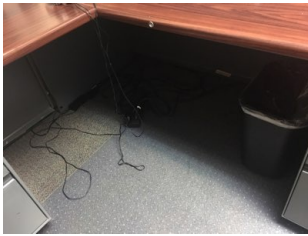
MEETS STANDARD

Floors vacuumed

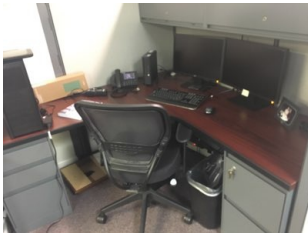
Comment: Cubicle areas were neat and well vacuumed. Dusting The cubicle tops on all floors has been very well maintained as promised. One floor per night is dusted on a rotating basis.



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EXCEEDS STANDARD

Trash removed & liners replaced

Comment: Trash bags were all tightly tied around the can and all cans observed were placed neatly.



5. Kitchens:



MEETS STANDARD

Floors vacuumed & mopped

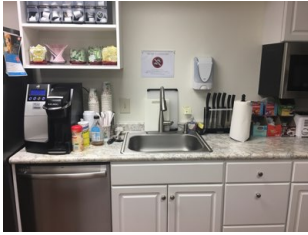


EXCEEDS STANDARD

Sink & counters cleaned

Comment: Sinks and counters were very well cleaned as well as all cabinet doors are wiped.

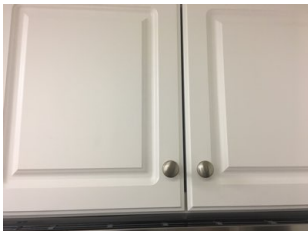




MEETS STANDARD

Cabinets wiped

Comment: *Cabinets wiped well*



EXCEEDS STANDARD

Appliance skins wiped

Comment: *All stainless steel was thoroughly polished*



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MEETS STANDARD

Tables & chairs wiped



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Trash removed & liners replaced

6. Elevators:



MEETS STANDARD

Vacuumed



MEETS STANDARD

Doors & inside polished

Trash removed & liners replaced

7. Common Areas:



MEETS STANDARD

Office furniture cleaned & arranged neatly



MEETS STANDARD

Floors vacuumed & mopped

8. Meeting Rooms:

Floors vacuumed & mopped



MEETS STANDARD

Table wiped

Chairs neatly arranged

9. Stairs:

Vacuumed & mopped

10 Janitor Closet:

Supplies put away neatly

Equipment put away neatly

SUMMARY/NOTES:



NOT INSPECTED

Comment: I DID A THOROUGH INSPECTION AND THE CREW IS DOING A GREAT JOB. IF I MISSED ANYTHING PLEASE LET ME KNOW. WE APPRECIATE YOUR BUSINESS, THANKS!
