SF Janitorial

PRINTABLE CHECKLIST

First 30 days with a new cleaning company

Keep this sheet with your notes and tick each step as the month goes on.

Building _____ **Start date** _____

Your point of contact _____ **Day-30 review date** _____

Before the first visit

- ☐ Written plan read room by room against your floor
- ☐ Rooms at the far end of the floor included
- ☐ Frequency beside each room matches its use
- ☐ Carpet, floor and window work on separate lines
- ☐ Supplies settled: company stock or yours
- ☐ Rooms to leave alone named
- ☐ Proof of insurance in your vendor file

Keys, codes and access

- ☐ Keys and fobs issued, each logged with the date
- ☐ Separate alarm user code set up for the crew

Week one mornings

- ☐ Every room on the plan reached
- ☐ Rooms to skip left untouched
- ☐ Lights, blinds and doors left as you want them
- ☐ Desk items and meeting-room chairs where they belong
- ☐ Closet supplies right for the week ahead
- ☐ Each note written with room, task and visit date

Weeks two and three

- ☐ One person on your side collecting staff comments
- ☐ Notes sent together in a single message
- ☐ Running list kept of every note
- ☐ Each note ticked once handled on the next visit

Day 30 review

- [ ] Short sit-down or call booked with your contact
- [ ] Repeat notes picked out from one-off slips
- [ ] Busy rooms moved to a heavier rhythm
- [ ] Quiet rooms moved to a lighter rhythm
- [ ] Daytime porter help considered for busy areas
- [ ] First carpet and floor work dates booked
- [ ] Supply levels adjusted
- [ ] Written plan updated with every change

Notes