

# Branch & ATM Hygiene Checklist

## Financial Services

### ATM INTERIOR

Were the machines clean and dust free?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

Were the bins clean and not overflowing ?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

Were the carpets vacuumed and stain free?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

Did you notice the stainless steel and chrome clean?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

### CALL CENTRE MAINTENANCE

Were the chairs in this section clean and stain free?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

Were the desks clean and dust free?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

Were telephones and computers clean and well maintained?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

Were the filing pedestals clean and free from dust?

Yes

No

Needs improvement

No access granted

NA

Were fire extinguishers and 'break glass' units clean and maintained properly?

Yes

No

Needs improvement

No access granted

NA

## CLEANLINESS

Were the floors clean and dust free?

Yes

No

Needs improvement

No access granted

NA

Did you notice the kitchen bin area clean and stains free?

Yes

No

Needs improvement

No access granted

NA

Were the desks clean?

Yes

No

Needs improvement

No access granted

NA

Were the kitchen units clean and hygienic?

Yes

No

Needs improvement

No access granted

NA

Were the staff shelves clean?

Yes

No

Needs improvement

No access granted

NA

Were the walls clean and free from marks?

Yes

No

Needs improvement

No access granted

NA

## EXTERIOR AREA

Were the windows clean and smudge free?

Yes

No

Needs improvement

No access granted

NA

Were the windows in good condition?

Yes

No

Needs improvement

No access granted

NA

Did you notice the safety deposit boxes clean and dust free?

Yes

No

Needs improvement

No access granted

NA

Were the carpets vacuumed and stain free?

Yes

No

Needs improvement

No access granted

NA

Were the doors smear and fingerprint free?

Yes

No

Needs improvement

No access granted

NA

Were the surfaces smear and fingerprint free?

Yes

No

Needs improvement

No access granted

NA

## INTERIOR OF THE BANK

Were the marble floor and grout clean?

Yes

No

Needs improvement

No access granted

NA

Did you notice high level stainless steel and chrome well maintained ?

Yes

No

Needs improvement

No access granted

NA

Was the floor clean?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

Was the magic money machine clean and well maintained?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

Were the chairs clean?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

Was the carpet clean and dust free?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

Were the window signs dust free?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

Were the internal glass panels dust free?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

Were the plants free from dead leaves and watered properly?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

Was the watering schedule chart and signature updated and well kept?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

## RESTROOM

Were the toilet floors well mopped and clean?

☐ Yes☐ No☐ Needs improvement☐ No access granted☐ NA

Were the the toilets clean, sanitised properly and stain free?

Yes

No

Needs improvement

No access granted

NA

Were the mirrors clean and clearly visible?

Yes

No

Needs improvement

No access granted

NA

Were the consumables stuffs replenished/refilled?

Yes

No

Needs improvement

No access granted

NA

Were the bin area clean?

Yes

No

Needs improvement

No access granted

NA

## SAFETY AND EMERGENCY

Did you notice a 'wet floor' sign on the cleaners cupboard?

Yes

No

Needs improvement

No access granted

NA

Did you notice emergency telephone number clearly displayed inside the cleaners' cupboard?

Yes

No

Needs improvement

No access granted

NA

Were the welfare facilities kept in good condition?(Toilet facilities working properly , and availability of hot & cold water)

Yes

No

Needs improvement

No access granted

NA

## STAIRS AND LIFT CONDITION

Were the stairs and glass clean and dust free?

Yes

No

Needs improvement

No access granted

NA

Was the lift carpet dust free?

Yes

No

Needs improvement

No access granted

NA

Was the lift glass clean and dust free?

Yes

No

Needs improvement

No access granted

NA

## TRAINING AREA

Were the carpets of all training room clean and stain free?

Yes

No

Needs improvement

No access granted

NA

Were the desks and computers of all training room clean and dust free?

Yes

No

Needs improvement

No access granted

NA

Were all chairs well maintained and clean?

Yes

No

Needs improvement

No access granted

NA