

Cleaning Checklist

Cleaning

CLEANING

The sinks and work-tops cleaned properly

☐ Yes☐ No☐ Na

The sinks, splash-backs, and work- tops wiped off using damp wipe

☐ Yes☐ No☐ Na

The hard surfaces are cleaned properly

☐ Yes☐ No☐ Na

Washing and drying of hard surfaces done effectively

☐ Yes☐ No☐ Na

Dust bins available in good numbers

☐ Yes☐ No☐ Na

Are dust bins and waste-bins emptied and cleaned properly?

☐ Yes☐ No☐ Na

Are dustbins smear-free?

☐ Yes☐ No☐ Na

The liners of the dust-bins are replaced with new ones

☐ Yes☐ No☐ Na

The microwave oven in the kitchen are cleaned using damp wipe

☐ Yes☐ No☐ Na

The dishwashers correctly used?

☐ Yes☐ No☐ Na

Dishwashers are refilled regularly?

☐ Yes☐ No☐ Na

Washing of kitchenware carried out effectively and on regular interval

☐ Yes☐ No☐ Na

The consumables are refilled regularly?

☐ Yes☐ No☐ Na

Kitchen dust-bins are emptied and cleaned properly and regularly

☐ Yes☐ No☐ Na

All the surfaces in the kitchen are cleaned so that no spots are left anywhere

☐ Yes☐ No☐ Na

The glass material of common areas crystal clear

☐ Yes☐ No☐ Na

The surfaces and floors of common area cleaned efficiently to remove all the spots

☐

Yes

☐

No

☐

Na

The hard surfaces of common area washed and cleaned effectively

☐

Yes

☐

No

☐

Na

No smear on the common area floors

☐

Yes

☐

No

☐

Na

Enough waste-bins in the common are available

☐

Yes

☐

No

☐

Na

All the waste-bins cleaned properly and emptied regularly

☐

Yes

☐

No

☐

Na

The waste-bin liners replaced frequently

☐

Yes

☐

No

☐

Na

The carpets in the common area must be efficiently cleaned

☐

Yes

☐

No

☐

Na

The surfaces of office area clean enough

☐

Yes

☐

No

☐

Na

No spots seen on the surfaces of office areas

☐

Yes

☐

No

☐

Na

The recycling points are effectively clean and spot-free

Yes

No

Na

Glass partitions of the office area are crystal clear

Yes

No

Na

The carpets look all new and fresh after cleaning

Yes

No

Na

The hard floors of office area cleaned using right cleaning equipment

Yes

No

Na

Hard surface floor of office area are washed and wiped properly

Yes

No

Na

The taps, sinks, and splash-back of the washroom cleaned?

Yes

No

Na

The shower heads are clean and dry

Yes

No

Na

The doors of washroom cleaned

Yes

No

Na

The curtains in the shower room washed and fresh

Yes

No

Na

The edges of washroom leaves no spots, dust, or dirt

Yes

No

Na

The floors are washed properly

Yes

No

Na

Floors are cleaned and dried

Yes

No

Na

The taps are clean enough to use

Yes

No

Na

Taps are polished to make it shiny

Yes

No

Na

General waste bins in the washroom cleaned and emptied on a regular basis

Yes

No

Na

The waste-bins are smear-free

Yes

No

Na

The urinals and WCs disinfected using appropriate disinfectants

Yes

No

Na

The mirrors are polished and looks crystal clear

Yes

No

Na

The consumables are refilled as per requirement

☐ Yes☐ No☐ Na

The sofas of the reception area cleaned?

☐ Yes☐ No☐ Na

Sofas dusted using vacuum cleaner/damp cloth

☐ Yes☐ No☐ Na

The tables and desks of reception area cleaned enough to look fresh

☐ Yes☐ No☐ Na

The area outside the entrance door cleaned and made dust-free

☐ Yes☐ No☐ Na

The telephones are daily cleaned

☐ Yes☐ No☐ Na

Telephones are sanitized daily

☐ Yes☐ No☐ Na

The floors of reception area washed and dried

☐ Yes☐ No☐ Na

Carpets and mats of entrance region cleaned using vacuum cleaner

☐ Yes☐ No☐ Na

The security door looks all clear and smear-free

Yes

No

Na

Walls of reception area cleaned and spot-free

Yes

No

Na

Light fittings are properly cleaned

Yes

No

Na

The conference tables are dusted and damp wiped

Yes

No

Na

Side tables in the conference room cleaned

Yes

No

Na

The telephones of conference area sanitized and cleaned daily

Yes

No

Na

The waste bins of the conference room cleaned daily

Yes

No

Na

Waste bins are emptied and the liners are regularly replaced

Yes

No

Na

Carpets of conference rooms cleaned using vacuum cleaners The carpets are soot-free

Yes

No

Na

The recycle-bins are emptied or not fully occupied

Yes

No

Na

The recyclable products are kept aside

Yes

No

Na

The buttons and other signs in the lifts clean and clear

Yes

No

Na

The walls of lifts are cleaned and damp wiped

Yes

No

Na

The mirrors in the lift (if any) are crystal clear

Yes

No

Na

Waste bins are emptied and the liners are regularly replaced

Yes

No

Na

The door runners are free from dust and dirt

Yes

No

Na

Door runners are cleaned using vacuum brush

Yes

No

Na

Carpets of lift and lobbies clean enough

Yes

No

Na

The hard floors in lift and lobbies are made spot-free after cleaning

Yes

No

Na

The debris, dust, and dirt of the stairs swept and removed

Yes

No

Na

Litters, dust, and debris from other areas removed using appropriate equipment

Yes

No

Na

The building exterior are cleaned to remove any sort of sticky substances or graffiti

Yes

No

Na

The external glazing are regularly cleaned and to date it looks polished and clear

Yes

No

Na

Are cigarettes ash-trays dirt and ash-free

Yes

No

Na