

Building Inspection

Location _____ Employee _____ Date _____

P = Poor – Performance is unacceptable

F = Fair, Below Standard - Performance is below the Company standards for Specifications at this location

G = Good, To Standard – Performance meets Company standards for Specifications at this location

E = Excellent – Performance exceeds and never falls short of Company standards for Specifications at this location

Entrance

P F G E

P	F	G	E	
				Door glass
				Door frame
				Sweeping
				Cobwebs
				Mats vacuumed
				Trash empty
				Ash trays empty, fresh sand or cat litter
				Trash, cigarette butts picked up off ground

Restrooms

P F G E

P	F	G	E	
				Countertops and back splash cleaned
				Sinks
				Mirrors
				Clean exterior of vanities
				Bright work
				Toilets
				Urinals
				Floors (vacuumed and mopped)
				Vent grills
				Base Boards
				Dusting
				Light fixtures and switches
				Towel bars
				Dispensers, wiped down and polished
				Walls spot cleaned
				Supplies filled
				Showers cleaned
				Push plates
				Kick plates

Restroom Detailing

P F G E

				Sinks
				Faucet
				Toilets
				Urinals
				Shower
				Baseboards
				Floor

Lobby

P F G E

				Dusting horizontal surfaces
				Dust ceiling corners
				Vacuum carpet
				Vacuum rugs
				Vacuum/dust mop/damp mop floors
				Receptionist desk wiped
				Magazines, chairs straightened
				Vacuum vent grills
				Dust light fixtures and disinfect switches
				Baseboards

Trash / Recycling

P F G E

				Trash missed
				Liners changed
				Extra liners in bottom of cans
				Trash cans outside wiped down
				Wash inside of trash can when needed
				Trash under desks on floor
				Recycling bins emptied

Elevators

P F G E

				Dust horizontal surfaces
				Dust ceiling corners
				Dust light fixtures
				Wipe base boards
				Vacuum and damp mop hard floor
				Vacuum carpet
				Clean and polish doors and walls
				Clean treads

Stairwells**P F G E**

				Dusting
				Handrails
				Sweeping/vacuuming treads and landings
				Mopping
				Vacuuming mats

Dusting**P F G E**

				Lobbies
				Common areas
				Desk/office areas
				Window sills
				Walls (pictures, clocks, etc.)
				Door frames

Detail Dusting**P F G E**

				High (vents, lights, ceiling corners)
				Low (chair & table legs, sides of desks & file cabinets, baseboards, under desks, etc.)
				Blinds (dust or vacuum, cobwebs behind blinds, doors, window sills)

Break Rooms / Coffee Centers**P F G E**

				Countertops and back splash cleaned
				Sink, bright work cleaned
				Outside of cabinets spot cleaned
				Tables wiped, straightened
				Vending machines spot cleaned with top dusted or wiped clean
				Outside of microwave, refrigerators, dishwashers, stove cleaned
				Walls spot cleaned
				Dusting
				Drinking fountains
				Chair wipe down and pushed up to table
				Sweep/vacuuming floor
				Mopping floor
				Vacuuming floor mats
				Push plates

				Kick plates
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Hard Floors

P F G E

				Sweeping/vacuuuming
				Mopping
				Black heel marks

Vacuuuming

P F G E

				Floor mats
				Common area
				Office areas
				Traffic lanes

Detail Vacuuuming

P F G E

				Under desks
				Along baseboards
				Hard to reach areas

Miscellaneous Detail Cleaning

P F G E

				Phones
				Light switches
				Desktops (wipe)
				Walls (spots)
				Push plates
				Kick plates
				Baseboard ledge
				Chair legs (wipe)
				Fingerprints on inside office glass

Closing Check List

P F G E

				Chairs pushed up to desks and tables
				Lights turned off (designated lights left on)
				Designated doors closed
				Door locked

Equipment/Janitor Closet

P F G E

				Janitor closet (clean & organized)
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			Mop bucket (rinsed out)
			Mop (clean & stored properly)
			Vacuum (bag emptied, filter clean, beater bar clean, extra belts, outside/inside wiped clean, cord coiled up and in good shape)
			Back pack vacuum (bag emptied, filters clean, tubes clear of debris, outside/inside wipe clean, clips attached, cord coiled up and in good shape, harness in good work order, floor tool clean and in good working order)
			Brooms (stored properly – not on straws)
			Brute, caddy, maid cart (organized and clean inside and outside)
			Spray bottles (clean, filled, properly labeled)
			Dusters, cleaning cloths (hung to dry, in good working order)
			Supplies (stored properly on shelf)
			Slow speed machine
			High speed machine
			Wet/dry vacuum
			Automatic scrubber
			Carpet extractor

Vehicle Inspection

P F G E

			Cleanliness (outside)
			Cleanliness (inside)
			Tires
			Body
			Mileage book properly filled out
			Oil change, repair log filled out
			Proof of insurance and registration handy

TOTALS

1

2

3

4

Areas	Poor	Fair [Below Standard]	Good [To Standard]	Excellent
Entrance				
Restrooms				
Restroom Detailing				
Lobby				
Trash/recycling				
Elevators				
Stairwells				
Dusting				
Detail Dusting				
Break rooms/coffee centers				
Hard floors				
Vacuuming				
Detail Vacuuming				
Miscellaneous Detail Cleaning				
Closing check list				
Equipment/Janitor closet				
Vehicle Inspection				
Total # of Checks	X 1 =	X 2 =	X 3 =	X 4 =

1. Total of the 4 Columns =	
2. Divide Total by # of Areas Rated =	
3. OVERALL RATING = [#1 divided by #2]	

- 1 = Poor [0 – 1.4]
- 2 = Fair, [Below Standards] [1.5 – 2.4]
- 3 = Good [To Standards] [2.5 – 3.4]
- 4 = Excellent [Exceeds Standards] [3.5 – 4]

Comments:

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____