CleanOptix
CLEANING OPERATIONS

Cleaning task checklist

Grouped by route, not by contract clause. A blank always means something.

Tick as you go, not at the end. Where something could not be done, write why — 'not done' tells a supervisor nothing, and 'office occupied, meeting ran late' tells them whether it is a staffing problem, an access problem or a client problem.

SITE | AREA / ROUTE | DATE

SHIFT | CLEANER | SHEET __ OF __

ENTRANCE, RECEPTION AND CIRCULATION

	DONE	NOT DONE	N/R
Entrance matting vacuumed and clear	☐	☐	☐
Glass doors and panels spot-cleaned	☐	☐	☐
Reception desk and counters	☐	☐	☐
Hard floors swept and mopped	☐	☐	☐
Carpets vacuumed	☐	☐	☐
Bins emptied and liners replaced	☐	☐	☐
Lift interiors and tracks	☐	☐	☐
Stairs, handrails and landings	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

OFFICES AND MEETING ROOMS

	DONE	NOT DONE	N/R
Desks cleared of waste, not of paperwork	☐	☐	☐
Surfaces dusted	☐	☐	☐
Bins emptied and liners replaced	☐	☐	☐
Carpets vacuumed	☐	☐	☐
Hard floors mopped	☐	☐	☐
Glass partitions spot-cleaned	☐	☐	☐
Meeting rooms reset	☐	☐	☐
Touch points wiped	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WASHROOMS

	DONE	NOT DONE	N/R
WCs, urinals and seats cleaned and disinfected	☐	☐	☐
Basins, taps and splashbacks	☐	☐	☐
Mirrors and glass	☐	☐	☐
Dispensers refilled	☐	☐	☐
Sanitary units checked	☐	☐	☐
Bins emptied	☐	☐	☐
Floors swept and mopped	☐	☐	☐
Doors, handles and touch points	☐	☐	☐
Extract grilles checked clear	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

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KITCHENS AND TEA POINTS

	DONE	NOT DONE	N/R
Worktops cleaned	☐	☐	☐
Sinks and taps	☐	☐	☐
Fronts of appliances	☐	☐	☐
Microwave interior	☐	☐	☐
Bins emptied, including food waste	☐	☐	☐
Floors swept and mopped	☐	☐	☐
Recycling separated as the site requires	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

ANYTHING NOT DONE, AND WHY

Room occupied, no access, no stock, equipment faulty.

DEFECTS AND HAZARDS NOTICED

You are in this building more than anybody. A dripping tap, a loose tile, a propped fire door, a light out in a stairwell. Report it — do not deal with it.

SIGN-OFF

CLEANER SIGNATURE

TIME FINISHED

SUPERVISOR SPOT-CHECK — WHICH ITEMS

SUPERVISOR SIGNATURE AND DATE

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