

Cleaning Visit Quality Checklist

Print for each cleaning visit and adapt to the agreed contract.

Customer / job reference:

Visit date:

BEFORE STARTING

- ☐ Confirm agreed rooms, service scope and exclusions
- ☐ Check supplies, gloves, PPE and tool condition
- ☐ Check chemical instructions - never mix products
- ☐ Confirm restricted rooms and property safeguards

DURING THE JOB

- ☐ Dust agreed surfaces and clean high-touch areas
- ☐ Clean kitchen surfaces and sink as agreed
- ☐ Clean bathrooms with separate appropriate cloths
- ☐ Sweep, mop or vacuum agreed floor areas
- ☐ Keep wet floors safe to prevent slips
- ☐ Protect valuables, electronics and confidential items

BEFORE LEAVING

- ☐ Check results against agreed scope with customer
- ☐ Report any damage, hazards or uncompleted items
- ☐ Safely store or remove tools, chemicals and waste
- ☐ Secure the premises, keys and any permitted access
- ☐ Record the job, issue invoice / receipt and request feedback

Customer feedback / incident note:

Cleaner name:

Supervisor / customer confirmation: