New cleaning service: your first 30 days

Keep this sheet with your start date and tick each stage on your side as it happens.

Building _____ **Start date** _____

Your contact _____ **Date** _____

Before the first visit

- ☐ Task list read room by room against the floor plan
- ☐ Storage, copy areas and second kitchens included
- ☐ Desks to clean and desks to leave alone marked
- ☐ Locked or off-limits rooms named
- ☐ Restroom supplies split: what the company brings, what you buy
- ☐ First floor and carpet dates listed

Access

- ☐ Keys and fobs listed by door, receipt signed
- ☐ Alarm code issued, arming steps written down
- ☐ After-hours entrance and lights chosen
- ☐ Your call contact for a sticking door or alarm trip
- ☐ Building management told the start date

Week one

- ☐ Morning walk after the first visit
- ☐ Restrooms, kitchen, entrance and bins checked
- ☐ Notes written with room and date
- ☐ Each note answered and changed on the next visit
- ☐ End-of-week walk done

Weeks two and three

- ☐ One person on your side gathering staff comments
- ☐ Weekly list sent on the same day
- ☐ Last week's items marked fixed or open
- ☐ Rooms whose use changed noted
- ☐ Supplies that ran short noted

Day 30 review

- [ ] Review time set with the company
- [ ] Task list, weekly notes and a fresh walk brought
- [ ] Intervals raised or lowered by room
- [ ] Tasks added, dropped or moved
- [ ] Floor and carpet dates confirmed
- [ ] Supply amounts matched to the month
- [ ] Updated task list dated and shared

Your notes

- [ ] Open items after day 30
- [ ] Next review date

Notes