First 30 days with a new cleaning company

Keep this sheet for the first month and tick each line as your side confirms it.

Building _____ **Cleaning company** _____

Start date _____ **Your contact there** _____

Before the first night

- ☐ Every walked area appears on the written task list
- ☐ Each task line has a frequency
- ☐ Off-limits rooms and sensitive desks flagged
- ☐ Supply closet, trash route and dumpster shown
- ☐ Special floors and surfaces pointed out
- ☐ Supplier of paper, soap and liners agreed
- ☐ Month set for periodic floor and carpet work
- ☐ Task list signed off

Keys, cards and alarm

- ☐ Signed list of every key and card handed over
- ☐ Alarm codes issued per person
- ☐ Arming and disarming steps written down
- ☐ Call list for a wrong code or a stuck door
- ☐ Doors that stay locked during cleaning named
- ☐ Alarm routine tried with the company on site

Week one: morning checks

- ☐ Restroom fixtures, floors and dispensers
- ☐ Breakroom counters, sink, tables and appliance fronts
- ☐ Entry glass, reception counter and floor
- ☐ All bins emptied, corners included
- ☐ Building secured, alarm armed as arranged
- ☐ Each miss noted as room, task and date

Weeks two and three: feedback

- ☐ One person on your side collects staff notes
- ☐ Notes sent to your contact on a set day
- ☐ Every note answered, fix looked at next day
- ☐ Repeat misses marked for the review

Day 30 review

- [ ] Week-one misses resolved
- [ ] Returning items and the change for each
- [ ] Tasks moved between nights or cadences
- [ ] Visit times still suit the building
- [ ] Next floor and carpet treatments dated
- [ ] Task list updated and dated

Notes