First 30 days with a new cleaning company

Keep this sheet by the front desk and tick each step as the first month goes by.

Building _____ **Address** _____

Contact _____ **Start date** _____

Before the first night

- ☐ Walkthrough done room by room
- ☐ Tasks and frequency confirmed for each area
- ☐ Off-limits rooms marked
- ☐ Supply arrangement and storage settled
- ☐ Periodic floor and carpet dates penciled in
- ☐ Contacts named on both sides

Keys and alarm

- ☐ Keys and fobs handed over and signed for
- ☐ Alarm code issued, arming and disarming tested
- ☐ Last-person-out instructions written down
- ☐ After-hours number for access problems shared
- ☐ Crew parking and entry door agreed

Week one checks

- ☐ Restrooms cleaned and stocked
- ☐ Every bin emptied
- ☐ Breakroom counters and sinks clean
- ☐ Floors vacuumed or mopped by type
- ☐ Doors locked and alarm set
- ☐ Notes kept with room and date

Weeks two and three

- ☐ One way of passing notes agreed
- ☐ Each note answered and fixed on the next visit
- ☐ Repeat items raised with the supervisor
- ☐ Frequency adjustments noted

Day 30 review

- ☐ Building walked with the task list
- ☐ Tasks working as written
- ☐ Tasks needing a new frequency
- ☐ Rooms added or removed
- ☐ Supply levels and reorder timing checked
- ☐ Next periodic floor or carpet visit booked
- ☐ Check-in rhythm set

Notes