

First 30 days with a new cleaning company

Keep this with your notes and tick each line as your side finishes it.

Building _____

Cleaning start date _____

Your contact _____

Day 30 review date _____

Before night one

- ☐ Checklist read against the floor plan, room by room
- ☐ Keys and access cards issued and counted
- ☐ Separate alarm code made for cleaning nights
- ☐ Locked and off-limits rooms listed in writing
- ☐ Closet space, sink access and cart spot ready
- ☐ Paper, soap and liner stocking settled
- ☐ Your name and number given to the crew
- ☐ Lights, doors and recycling instructions written down

First nights

- ☐ Morning walk after each of the first visits
- ☐ Rooms checked in checklist order
- ☐ Gaps noted with room, task and night
- ☐ Notes kept on one list, not scattered

End of week one

- ☐ Restrooms stocked and clean at opening time
- ☐ Trash and recycling sorted your building's way
- ☐ Entry floors and mats clear of sand
- ☐ Breakroom counters, sink and appliance fronts wiped
- ☐ Desks dusted with papers left in place
- ☐ Doors, lights and alarm closed up as instructed
- ☐ Weekly tasks done on their promised night

Weeks two and three

- ☐ One feedback channel chosen and used every time
- ☐ Notes tied to checklist lines
- ☐ What is going well passed along too
- ☐ First carpet and floor visits pencilled in

Day 30 review

- ☐ Month of notes gathered, repeat issues marked
- ☐ Checklist updated with added rooms or tasks
- ☐ Visit nights still fit how the building is used
- ☐ Restocking running without gaps
- ☐ Periodic floor and carpet work on the calendar
- ☐ Summer visits or porter hours planned ahead
- ☐ Feedback route both sides will keep using

Notes
