

FACILITY PRO CLEAN

COMMERCIAL CLEANING INSPECTION CHECKLIST

A practical walkthrough tool for office and facility managers

Facility:

Inspected by:

Inspection date:

Cleaning provider:

Mark each item OK, Fix, or N/A. Add issues and assigned actions on page 2.

ENTRANCES & SHARED AREAS

	OK	Fix	N/A
Entry glass and doors are visibly clean	☐	☐	☐
Floors and mats are free of loose debris	☐	☐	☐
Reception and waiting areas are orderly	☐	☐	☐
Touchpoints (handles, counters) are cleaned	☐	☐	☐
Waste containers are emptied as scheduled	☐	☐	☐

OFFICES & WORKSPACES

	OK	Fix	N/A
Accessible desks and counters are dust-free	☐	☐	☐
Interior glass and partitions are spot-checked	☐	☐	☐
Trash and recycling are serviced as specified	☐	☐	☐
Common equipment surfaces are cleaned as agreed	☐	☐	☐

RESTROOMS & BREAK AREAS

	OK	Fix	N/A
Fixtures and counters are visibly clean	☐	☐	☐
Restroom floors are cleaned; no standing water	☐	☐	☐
Soap, tissue and towels are stocked as agreed	☐	☐	☐
Breakroom surfaces and sinks are cleaned	☐	☐	☐
Odors, spills and maintenance issues are noted	☐	☐	☐

Inspection note: Evaluate against the services in your contract, not unagreed tasks.

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FLOORS & ROUTINE MAINTENANCE

	OK	Fix	N/A
Hard floors are free of loose debris and spills	☐	☐	☐
Entry paths and corners are inspected	☐	☐	☐
Vinyl / VCT finish shows no unusual wear	☐	☐	☐
Burnishing or buffing needs are documented	☐	☐	☐
Stripping / finish renewal needs are identified	☐	☐	☐
Wet-floor signs and safe access are used as needed	☐	☐	☐

SERVICE & FOLLOW-UP

Cleaning schedule matches current facility traffic	☐	☐	☐
Supplies or service access issues are reported	☐	☐	☐
Unresolved items have an assigned follow-up	☐	☐	☐

ISSUE / LOCATION	ACTION / OWNER	DUE

NEXT WALKTHROUGH / FOLLOW-UP DATE: _____

For general facility use. Not a substitute for medical infection-control procedures.