

New janitorial company: 30-day checklist

Keep this sheet through the first month and tick each step as your side completes it.

Building _____

Service start date _____

Your contact _____

Notes kept by _____

Before the first night

- ☐ Each key and fob counted out, numbers recorded
- ☐ Alarm codes issued, arming steps written out
- ☐ Security desk or property manager told of the new crew
- ☐ After-hours entry door confirmed
- ☐ Locked rooms and off-limits areas listed
- ☐ Shelf or closet cleared for supplies and equipment

Task list confirmed

- ☐ Every area of the building listed
- ☐ An interval beside every task
- ☐ Restroom supplies: who buys and who refills
- ☐ Changes since the walkthrough raised

Week one morning walks

- ☐ Restrooms clean and stocked on each floor
- ☐ Kitchen counters and sink clear, trash and recycling out
- ☐ Desk bins emptied, clear surfaces wiped
- ☐ Entry glass and reception tidy
- ☐ Lights off and doors locked as instructed
- ☐ Alarm set the way you asked

Feedback

- ☐ One channel chosen for notes
- ☐ Each note names the place, the task and the problem
- ☐ Good work noted as well as misses
- ☐ Repeat items tracked in weeks two and three

30-day review

- ☐ Tasks that were right every time
- ☐ Items that came up more than once
- ☐ Intervals to raise or lower
- ☐ Supplies that ran short between visits
- ☐ Daytime needs, such as a busy lobby
- ☐ Periodic floor and carpet work dated

Notes
