

QUALITY ASSESSMENT CLEANING CHECKLIST TENANCY

Property:

Date and Time:

EXTERNAL FRONT AREA	Rating	Comment
Main entrance floor area		

DUSTING - WIPING	Rating	Comment
Furniture, office equipments, chairs and counters		
Fixtures and horizontal surfaces		
Reception/waiting area		
Desks		
Cobwebs		
Window sills and skirting boards		
Doors		
Light switches		
Behind movable furniture		

TOILETS and WASHROOMS	Rating	Comment
Urinals		
Pans, seats and lids		
Hand basins, taps and drains		
Partitions and walls		
Skirting boards		
Vanity units and mirrors		
Light switches		
Doors and door handles		
Floors - corners and edges		
Shower walls and floor		

STAIRWAYS and CORRIDORS	Rating	Comment
Steps and landings		
Handrails		
Light switches		
Skirting boards		
Doors		
Walls		
Floor - corners and edges		
Fixtures and fittings		
Windows sills		

KITCHEN and LUNCH ROOM	Rating	Comment
Bench tops and surrounds		
External surfaces cupboards, fridges, microwaves		
Light switches		
Skirting boards		
Doors		
Horizontal surfaces and ledges		
Floor - corners and edges		
Sinks, taps and drains		

CARPARK	Rating	Comment
Rubbish containers, smokers stands (if any)		
Drains free from accumulated rubbish		
Carpark floors - loose rubbish		

Other Comments:

Total Ratings Given:		Ratings: 1 Unsatisfactory 2 Needs improvement 3 Satisfactory
Total Items Checked x 3:		
QUALITY AVERAGE:		Signed by ICC Cleaning:



The Industrial & Commercial Cleaning Company Limited

QUALITY ASSESSMENT CLEANING CHECKLIST COMMON AREAS

Property:

Date and Time:

EXTERNAL FRONT AREA	Rating	Comment
Main entrance floor area		

MAIN FOYER	Rating	Comment
Main entrance door		
Directory boards		
Walls		
Floors - corners and edges		
Cobwebs		
Lift floors		
Lift doors, walls, selector and indicator panel		
Lift door tracks		
Light switches		
Skirting boards		

TOILETS and WASHROOMS	Rating	Comment
Urinals		
Pans, seats and lids		
Hand basins, taps and drains		
Partitions and walls		
Skirting boards		
Vanity units		
Mirrors		
Light switches		
Doors and door handles		
Floors - corners and edges		
Shower walls and floor		

STAIRWAYS and CORRIDORS	Rating	Comment
Steps and landings		
Handrails		
Light switches		
Skirting boards		
Doors		
Walls		
Floor - corners and edges		
Fixtures and fittings		
Windows sills		

CARPARK	Rating	Comment
Rubbish containers, smokers stands (if any)		
Drains free from accumulated rubbish		
Carpark floors - loose rubbish		

Other Comments:

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Total Items Checked x 3:		
QUALITY AVERAGE:		Signed by ICC Cleaning: