

Cleaning Specification Checklist

SPECIFICATION / AREA	RATING					COMMENTS	ACTION DATE
QUARTERLY	Excellent	Good	Average	Fair	Poor	Inspection Undertaken on / /	
PUBLIC AREAS / OFFICES	5	4	3	2	1		
Carpet							
Desks / Workstations							
Chairs							
Partitions							
Bins							
Dusting High / Vents							
Dusting Low							
Edges							
Glass							
Kitchen							
Hard Floors							
Carpet Shampoo (Spot Cleaning)							
Fridges							
Lunch Room Tables							
TOILET AREAS & BATHROOMS	5	4	3	2	1		
Floors							
Doors							
Handbasins							
Mirrors							
Rubbish Bins							
Showers							
Toilet Pans							
Toilet Requisites							
Urinals							
Walls / Partitions							
Hand Dryers							
Air Vents							
Lockers							

SPECIFICATION / AREA	RATING					COMMENTS	ACTION DATE
QUARTERLY	Excellent	Good	Average	Fair	Poor	Inspection Undertaken on / /	
PUBLIC AREAS	5	4	3	2	1		
Walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cobwebs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rubbish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Entries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
All Other Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
OVERALL RATING FOR THE INSPECTION							
Points Scored							
Maximum Possible							
Quality Rating as a Percentage	%						
YEARLY							
OFFICES	5	4	3	2	1		
Full shampoo carpets throughout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
INSPECTION UNDERTAKEN BY - Business Support Officer - MHRT _____ / / Signed							
Cleaning Service Representative _____ / / Signed							
LOCATION - Level 4, 80 Albert, Brisbane							