

Cleaning Quality Audit Checklist

Spot checks for offices, washrooms, kitchens and shared areas. Items marked * are critical.

Site / client: _____ Inspector: _____

Date and time: _____ Cleaning team / shift: _____

1. Entrance, reception and lifts	Pass	Fail	N/A
Entrance mats, doors and glass clean and free of marks	☐	☐	☐
Reception desk and seating dusted and tidy	☐	☐	☐
Lift floors, walls and buttons clean	☐	☐	☐
2. Offices and meeting rooms	Pass	Fail	N/A
Floors vacuumed or mopped, including corners and edges	☐	☐	☐
Desks and touchpoints (handles, switches) wiped *	☐	☐	☐
Bins emptied and liners replaced	☐	☐	☐
Meeting rooms reset, tables and screens wiped	☐	☐	☐
3. Kitchens and break areas	Pass	Fail	N/A
Sink, worktops and splashbacks clean and dry *	☐	☐	☐
Microwave, fridge and appliances clean inside and out	☐	☐	☐
Floor clean, no spills or food debris	☐	☐	☐
4. Washrooms	Pass	Fail	N/A
Toilets, urinals and basins clean, no limescale or odour *	☐	☐	☐
Soap, toilet paper and hand towels stocked *	☐	☐	☐
Mirrors, partitions and fittings free of smears	☐	☐	☐
Sanitary bins emptied, floor clean and dry *	☐	☐	☐
5. Glass, high-level and detail	Pass	Fail	N/A
Internal glass and partitions free of smears	☐	☐	☐
High-level dust (vents, ledges, tops of cupboards)	☐	☐	☐
Skirting boards and corners free of dust build-up	☐	☐	☐
6. Storage, safety and follow-up	Pass	Fail	N/A
Cleaning cupboard tidy, chemicals labelled and stored safely *	☐	☐	☐
Wet floor signs used where needed	☐	☐	☐
Every failed item photographed and assigned for reclean	☐	☐	☐

Score: _____ passed / _____ checked = _____ % Critical fails: _____

Recleans assigned to: _____ Due: _____

Run this checklist on any phone or tablet, even offline, with Inspect it.

Start your free 14-day trial at inspectit.eu/cleaning-inspection-software