SITE survey. APP

SITE SURVEY REPORT

Cleaning Schedule and Checklist

Prepared for	Calder Lettings Ltd
Date	29 Sep 2026
Site	Kestrel Court, Wakefield
Prepared by	B. Kowalski

FORM

Cleaning Schedule and Checklist

1. The clean

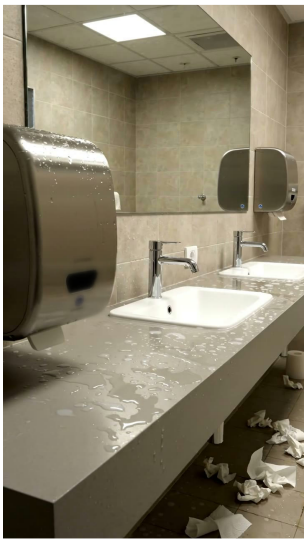
Project	Kestrel Court, Wakefield: daily office clean (completed example)
Customer	Calder Lettings Ltd
Site	Kestrel Court, Unit 4
Site address	Unit 4, Kestrel Court, Wakefield WF2 0XE
Date	29 Sep 2026
Cleaner or team	Elmfield Facilities Ltd, team of 2
Which schedule is this?	Daily clean

2. Areas

Areas cleaned 1: Ground floor washrooms

Area	Ground floor washrooms
Type of area	Washroom
Tasks done	Floors vacuumed or mopped, Toilets and urinals, Sinks and taps, Glass and mirrors, Bins emptied and relined, Soap, paper and other consumables restocked, Touch points disinfected: handles, switches, rails
Anything to report in this area?	Yes
What, and who needs to know?	Paper towels on the floor under the basins and water on the counter most days, as the towel bin by the basins is full by mid-morning. Needs a bigger bin or an extra afternoon check. Facilities manager told.

Photos



Areas cleaned 2: Staff kitchen

Area	Staff kitchen
Type of area	Kitchen or canteen
Tasks done	Kitchen appliances and worktops, Sinks and taps, Bins emptied and relined, Floors vacuumed or mopped, Touch points disinfected: handles, switches, rails
Anything on the schedule not done, and why	Fridge clear-out is a Friday task
Anything to report in this area?	No

Areas cleaned 3: First floor open plan office

Area	First floor open plan office
Type of area	Office
Tasks done	Floors vacuumed or mopped, Surfaces and desks wiped, Bins emptied and relined, Touch points disinfected: handles, switches, rails
Anything on the schedule not done, and why	Desks with papers left on them not wiped
Anything to report in this area?	Yes
What, and who needs to know?	Carpet stain by the window desks, needs a spot clean on the weekly visit.

Areas cleaned 4: Reception and stairs

Area	Reception and stairs

Type of area	Reception
Tasks done	Floors vacuumed or mopped, Glass and mirrors, Surfaces and desks wiped, Touch points disinfected: handles, switches, rails
Anything to report in this area?	No
Areas cleaned	4
Areas with something to report	2

3. Supplies and safe working

Running low	Hand towels, Bin liners
Was the site's colour code for cloths and mops followed?	Yes
Were wet floor signs put out and collected?	Yes
Are the cleaning products locked away after use?	Yes
Products used and dilution	Neutral floor cleaner 1 in 100, washroom cleaner and multi-surface spray ready to use
Faulty equipment	Vacuum cable worn near the plug, taken out of use and labelled. Finished with the spare vacuum

4. Sign-off

Cleaner name	Elmfield Facilities Ltd, team of 2
Cleaner signature	
Was the clean checked by a supervisor or the customer?	Yes
Standard of the clean, from 1 (poor) to 5 (excellent)	4
Comments	Good clean. Washroom bin problem needs a fix from the customer side.
Checked by	J. Ashworth, area supervisor

Signature

