SITE survey. APP

SITE SURVEY REPORT

Commercial Cleaning Visit Report

Prepared for	Northgate Lettings Ltd
Date	12 Oct 2026
Site	Northgate House, 2nd floor
Prepared by	T. Morris

FORM

Commercial Cleaning Visit Report

1. Visit

Project	Northgate House, 2nd floor: weekly office clean (completed example)
Client	Northgate Lettings Ltd
Site	Northgate House
Site address	Northgate House, 40 King Street, Leeds
Site entrance (GPS)	Main entrance, King Street · 53.798610, -1.547020 (SE 29934 33684, ±8 m)
Visit date	12 Oct 2026
Cleaner or team leader	T. Morris (team of 2)
Visit	Weekly clean
Hours on site (team total)	4
Contracted hours for this visit	4.5
Hours against the contract	-0.5
Contract hours	Short

> Fewer hours on site than the contract allows for this visit. Note why in the client comments, for example a site closed early, and whether the time will be made up.

Are COSHH assessments and safety data sheets on site for the products used?	Yes

2. Areas

Areas cleaned 1: Open plan office

Area	Open plan office
Type	Office
Tasks done	Desks and surfaces, Touch points (handles, switches, lift buttons), Floors vacuumed, Bins emptied
Standard	Meets the standard

Areas cleaned 2: Tea point

Area	Tea point
Type	Kitchen or tea point
Tasks done	Kitchen or tea point, Bins emptied
Standard	Below the standard
What is below standard, and the fix	Floor tiles lifting by the radiator, so the floor could not be mopped properly, and the sink unit is missing its cupboard door. Reported to the client. Fridge deep clean booked for Friday.

Photos



Areas cleaned 3: Meeting rooms and corridor

Area	Meeting rooms and corridor
Type	Stairs and corridors
Tasks done	Desks and surfaces, Floors vacuumed, Glass and mirrors, Bins emptied
Standard	Meets the standard

Photos



Areas cleaned 4: Washrooms

Area	Washrooms
Type	Toilets and washrooms
Tasks done	Toilets and washrooms, Glass and mirrors, Consumables restocked
Standard	Meets the standard

Photos



Contract target: areas meeting the standard (%)	90
Areas cleaned	4
Areas meeting the standard	3
Areas below standard	1

Areas meeting the standard (%)	75
Against the target	Below

> Below the contract target on this visit. Each area below the standard has its fix recorded; raise it at the next contract review if it repeats.

3. Consumables and issues

Restocked	Toilet paper, Hand soap, Bin liners
Found and reported	Damage, Faulty lighting
Details	Tea point: floor tiles lifting and a cupboard door missing under the sink. Two ceiling lights out in the meeting room corridor.
Issues reported to the client	2
Client rating	Satisfied
Client comments	Thanks. Please do the fridge on Friday. Site closed at 22:30 for the alarm test, so half an hour short is fine this week.
Client name	A. Shah
Client signature	
Completed by	T. Morris
Signature	