

Commercial cleaning checklist

Print and fill in by hand. Use agreed tasks and service days; add sheets as needed.

SITE / LOCATION

VISIT DATE

SERVICE DAYS

SCOPE REVISION / DATE

CLEANER / TEAM

REVIEWER

TASK RECORD

D = Done (completed) | N = Not due this visit | U = Unable to complete a task due
For U, record the reason and follow-up below. Completion status is separate from review.

Area	Agreed task	Frequency / due date	Assigned to	Status D / N / U	Initials / issue ref.

ISSUES, FOLLOW-UP & REVIEW

ISSUE REF. / TASK AND REASON UNABLE TO COMPLETE

PERSON HANDLING FOLLOW-UP

FOLLOW-UP DUE DATE

NEXT ACTION

RESOLUTION / REVIEW NOTES AND DATE