

First 30 days with a new cleaning company

Keep this tracker with your building files and date each line as your side completes it.

Building _____

Cleaning company _____

Your contact _____

Start date _____

Before day one

- ☐ Plan read through, every area accounted for
- ☐ Visit days and start time confirmed in writing
- ☐ Closed rooms and cabinets listed
- ☐ Supply arrangement settled
- ☐ Certificate of insurance received and filed
- ☐ Your contact for the crew chosen

Keys, fobs and alarm

- ☐ Keys and fobs handed over, with dates recorded
- ☐ Crew alarm code set up
- ☐ Arming steps written down
- ☐ Building armed after the first visit, checked on day two

Days 1 to 7

- ☐ Restrooms stocked and fixtures clean
- ☐ Breakroom counters and sink clear
- ☐ Bins emptied, fresh liners in
- ☐ Entry floor and glass presentable
- ☐ Doors locked, lights off
- ☐ Missed rooms noted with the date

Days 8 to 21

- ☐ Staff comments gathered in one place
- ☐ Notes sent through your contact every few days
- ☐ Repeat issues marked
- ☐ Plan changes noted for each repeat issue

Day 30 review

- ☐ First-week notes resolved
- ☐ Change agreed for each repeat issue
- ☐ Rooms or tasks added, dropped or moved
- ☐ Supply levels and reordering checked
- ☐ Floor or carpet work put on the calendar
- ☐ Your checking routine set from here on

Notes
