

First 30 days with a new cleaning company

Work down this sheet across the first month and keep your notes in the margins.

Building _____ Start date _____
Your contact _____ Checked by _____

Before night one

- ☐ Walkthrough done in the order people use the building
- ☐ Crew entrance and locked doors shown
- ☐ Keys, fobs or badges logged on a sign-out list
- ☐ Alarm arming and disarming shown at the panel
- ☐ Closet, water source and supply storage shown
- ☐ One contact named on your side

Plan confirmed on paper

- ☐ Every walked room listed by name
- ☐ Tasks and cadence match the walkthrough
- ☐ Visit days and time window fit your hours
- ☐ Supply arrangement written down
- ☐ Target month set for floor or carpet work
- ☐ Off-list rooms noted

Week one morning walks

- ☐ Entry glass, mats and lobby floor
- ☐ Restrooms stocked, clean and dry
- ☐ Breakroom counters, sink and trash
- ☐ Desk bins emptied in every listed room
- ☐ Doors locked, alarm set
- ☐ Your notes: room, date, what was short

Weeks two to four

- ☐ Notes sent through one channel to one contact
- ☐ Repeat misses marked
- ☐ Rooms that hold up well noted
- ☐ Changes in building use mentioned early

Day 30 review

- ☐ Cadences moved up or down by room
- ☐ Supply shortfalls covered
- ☐ Access steps reviewed
- ☐ First periodic project dated
- ☐ Updated plan in hand on your side

Notes
