

First 30 days with a new cleaning company

Tick each step as your side completes it and keep your notes with this sheet.

Building _____

Cleaning company _____

Your contact _____

Start date _____

Before the first night

- ☐ Walkthrough done, every room on the list seen
- ☐ Off-limits rooms named
- ☐ Client rooms and problem spots pointed out
- ☐ Scope read back: a frequency beside each area
- ☐ Periodic floor and carpet work shown with an interval
- ☐ Supply line says who provides paper, soap and liners
- ☐ Proof of insurance received and filed

Keys and entry

- ☐ Keys, fobs and cards issued and recorded
- ☐ Crew alarm code set up
- ☐ Alarm company told who to call
- ☐ Badges or security sign-in arranged
- ☐ Close-up routine agreed: doors, lights, alarm

Week one

- ☐ Restrooms checked each morning
- ☐ Breakroom checked each morning
- ☐ Main entry checked each morning
- ☐ One or two other rooms added each day
- ☐ Your notes kept with room and date

Weeks two and three

- ☐ One person on your side collects all comments
- ☐ Notes sent every few days, including what works
- ☐ Repeat misses flagged as scope questions
- ☐ Frequency changes requested and confirmed

Day-30 review

- ☐ Notes sorted by room
- ☐ Steady areas listed
- ☐ Areas still slipping listed
- ☐ Building changes since the walkthrough noted
- ☐ Frequency changes written into the scope
- ☐ First periodic visits dated
- ☐ Check-in rhythm agreed from here

Notes
