First 30 days with a new cleaning company

Keep this sheet on your clipboard for month one and tick each line once confirmed.

Building _____ **Start date** _____

Your contact _____ **Notes by** _____

Days one to three

- ☐ Keys and fobs issued, holders written down
- ☐ Alarm codes issued and arming steps confirmed
- ☐ Entry door and locked rooms agreed
- ☐ One person on your side named for requests
- ☐ Walkthrough task list read room by room
- ☐ Frequencies match what you asked for
- ☐ Supply plan and reserve location confirmed

Week one morning walks

- ☐ Entry glass and door hardware clean
- ☐ Restroom dispensers full, floors dry
- ☐ Kitchen counters, sink and appliance fronts wiped
- ☐ Bins emptied and relined
- ☐ Cleared desks and shared surfaces dusted
- ☐ Floors vacuumed and mopped
- ☐ Building secured, alarm armed

Weeks two and three

- ☐ Notes sent through one channel
- ☐ Notes grouped by room
- ☐ Repeat misses marked
- ☐ Rooms that may need a lighter frequency marked
- ☐ Daytime traffic noted for porter hours

Day 30 review

- ☐ Marked sheets and your notes gathered
- ☐ Busy rooms moved up in frequency
- ☐ Quiet rooms moved down
- ☐ New tasks added
- ☐ Floor and carpet projects on the calendar
- ☐ Supply levels matched to use
- ☐ Request channel confirmed

Notes