

# Office Cleaning Audit

Check that cleaning standards are being met across your workspace. Record findings room by room with photos and notes for follow up.

Title: \_\_\_\_\_

Severity: \_\_\_\_\_ Site: \_\_\_\_\_

Date / Time: \_\_\_\_\_ Completed by: \_\_\_\_\_

## Details

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1 Date of audit \*

\_\_\_\_\_

2 Audit type

Routine audit

Spot check

Complaint follow-up

Pre-event inspection

Post-event inspection

Client inspection

3 Cleaning supervisor name

\_\_\_\_\_

4 Cleaning supervisor signature

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Signature

## Entrance and Reception Areas

---

5 Floors clean and free from debris

Yes

No

N/A

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6 Entrance mats clean and positioned

Yes

No

N/A

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7 Glass doors and panels clean

Yes

No

N/A

---

8 Reception desk clean and tidy

Yes

No

N/A

---

9 Seating areas clean

Yes

No

N/A

---

10 Bins emptied and liners replaced

Yes

No

N/A

---

11 Comments on entrance and reception

Yes

No

N/A

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12 Notes

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## Floors and Carpets

---

13 Hard floors swept and mopped

Yes

No

N/A

---

14 No visible stains or marks on floors

Yes

No

N/A

---

15 Carpets vacuumed

Yes

No

N/A

---

16 No visible stains on carpets

Yes

No

N/A

---

17 Floor edges and corners clean

Yes

No

N/A

---

18 No trip hazards

Yes

No

N/A

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19 Notes

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## Walls Doors and Windows

---

20 Walls free from marks and stains

Yes

No

N/A

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21 Light switches and sockets clean

Yes

No

N/A

---

22 Doors and handles clean

Yes

No

N/A

---

23 Door frames free from dust

Yes

No

N/A

---

24 Windows clean internally

Yes

No

N/A

---

25 Window sills free from dust

Yes

No

N/A

---

26 Blinds or curtains clean

Yes

No

N/A

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27 Notes

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## Furniture and Fixtures

---

28 Desks and tables clean

Yes

No

N/A

---

29 Chairs clean and free from stains

Yes

No

N/A

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30 Shelving and storage units dusted

Yes

No

N/A

---

31 Light fittings clean and dust free

Yes

No

N/A

---

32 Vents and grilles clean

Yes

No

N/A

---

33 Pictures and signage clean

Yes

No

N/A

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34 Notes

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## Toilets and Washrooms

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35 Toilets clean and sanitised

Yes

No

N/A

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36 Urinals clean and sanitised

Yes

No

N/A

---

37 Sinks and basins clean

Yes

No

N/A

---

38 Mirrors clean and streak free

Yes

No

N/A

---

39 Floors clean and dry

Yes

No

N/A

---

40 Walls and partitions clean

Yes

No

N/A

---

41 Bins emptied and liners replaced

Yes

No

N/A

---

42 Toilet paper stocked

Yes

No

N/A

---

43 Hand soap dispensers filled

Yes

No

N/A

---

44 Paper towels or hand dryers working

Yes

No

N/A

---

45 Air freshener present and working

Yes

No

N/A

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46 No unpleasant odours

Yes

No

N/A

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47 Notes

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**Kitchen and Break Areas**

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48 Worktops clean and sanitised

Yes  No  N/A

49 Sink clean and free from stains

Yes  No  N/A

50 Appliances externally clean

Yes  No  N/A

51 Microwave interior clean

Yes  No  N/A

52 Refrigerator interior clean

Yes  No  N/A

53 Tables and chairs clean

Yes  No  N/A

54 Floors clean

Yes  No  N/A

55 Bins emptied and liners replaced

Yes  No  N/A

56 Notes

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## Stairs and Corridors

---

57 Stairs swept and mopped

Yes

No

N/A

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58 Handrails clean

Yes

No

N/A

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59 Corridors clean and clear

Yes

No

N/A

---

60 No obstructions in walkways

Yes

No

N/A

---

61 Emergency exits clear

Yes

No

N/A

---

62 Notes

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## Meeting Rooms

---

63 Tables clean and polished

Yes

No

N/A

---

64 Chairs clean and aligned

Yes

No

N/A

---

65 Floors clean

Yes

No

N/A

---

66 Bins emptied

Yes

No

N/A

---

67 Whiteboards clean

Yes

No

N/A

---

68 AV equipment dusted

Yes

No

N/A

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69 Notes

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## Supplies and Equipment

---

70 Cleaning supplies adequately stocked

Yes

No

N/A

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71 Cleaning equipment in good condition

Yes

No

N/A

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72 COSHH information available

Yes

No

N/A

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73 Cleaning cupboard tidy and organised

Yes

No

N/A

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74 Notes

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