



Office Cleaning Work Order

Office Cleaning Work Order

Complete

Score	25.61%	Failed items	0	Actions	1
Site	775 US Route 1, York, ME 03909				
Client / Site	Revolution co				
Location	775 US Route 1, York, ME 03909, USA (43.1405603, -70.6310901)				
Cleaning Date	20th Nov, 2020 12:04 PM EST				
Prepared by	Juan				
Additional Participating Personnel	Emilia Karim				

Actions

1 action

Cleaning Work Order

Windows and ledges, skirting boards

Yes

To do | Priority Low | Due 27th Nov, 2020 12:05 PM EST | Created by Carol Hamel-White

noticed leak at edge front window. inform client.

Cleaning Work Order

1 action, 23.68%

Foyer / Front Reception.

The entrance is the first thing our Clients see when they arrive in the morning. Be sure to pay extra attention to every item on this list.

Entrance glass	Yes
Floors and edges	Yes
Reception Desk Wiped over.	Yes
Internal glass panels	N/A
Windows and ledges, skirting boards	Yes

To do | Priority Low | Due 27th Nov, 2020 12:05 PM EST | Created by Carol Hamel-White

noticed leak at edge front window. inform client.

Carpets vacuumed and spot cleaned	Yes
Walls and power points	Yes
Computers, screens, phones, key boards lifted.	Yes

Cracked keyboard at column 12A



Photo 1

Bins emptied, reclined & cleaned	Yes
Cobwebs	Yes

Men's Toilets

81.82%

Floor's and edges	Yes
Toilet bowls, seats, urinals & cisterns	Yes
Doors and behind.	Yes
Consumables	Yes
Low on disinfectant	
Windows, ledges, grills	Yes

High dusting of cubicles	Yes
Benches, sinks, cupboards, etc	Yes
Showers	Yes
Walls	Yes

Grout on tiles

Cobwebs

Ladies Toilets

0%

Bins emptied, relined and cleaned

Floor's and edges

Toilet bowls, seats, urinals & cisterns

Doors

High dusting of cubicles

Consumables

Windows, ledges, grills

Benches, sinks, cupboards, etc

Showers

Walls

Grout on tiles

Cobwebs

Bins emptied, relined & cleaned

Office areas

0%

Carpets vacuumed and spot cleaned

Hard floors and edges

Desks & shelves etc (where cleared)

Computers, screens, phones, key boards lifted.

Internal glass panels

Windows and ledges

Dusting low

Skirting boards

A/C vents and return vents

Doors and handles

Walls

Cobwebs

Bins emptied, relined & cleaned

Kitchen/Staff Rooms

0%

Sinks, benches

Tables & chairs

Floor surface

External of white goods

Internal of microwave

Internal of fridge

Washing dishes

Washing tea towels

Load / unload dishwasher

A/C vents and return vents

Dusting high

Dusting low

Walls

Windows and ledges

Cobwebs

Bins emptied, reclined & cleaned

Exterior area.

Bins emptied, reclined & cleaned

Cobwebs

Hard floors and edges

External furniture cleaned.

Safety

0%

Equipment condition

MSDS booklet on site

Chemicals used on correct surfaces

Chemicals stored correctly

Equipment is tested and tagged

Security

0%

Security maintained

Other

0%

Minimize business disruption

Communications book is in place & used

Cleaners area clean and tidy

Action Plan Requirement

0%

All Previous Action Plan Completed?

Action Plan Required For This Audit?

Date of Action Plan to be Completed

CLEANING COMMENTS / COMPLAINTS / OTHER SOFT SERVICE ISSUES IDENTIFIED

Lead Cleaner's Signature



20th Nov, 2020 12:08 PM EST

Supervisor Signature

A handwritten signature in black ink that reads "David". The signature is written in a cursive style with a large 'D' and a small 'i'.

20th Nov, 2020 12:08 PM EST

Appendix

Appendix



Photo 1