First 30 days with a new cleaning company

Keep this sheet with your building records and date each line as your side completes it.

Building _____ **Cleaning company** _____

Your contact _____ **Start date** _____

Before the first night

- ☐ Room list checked against the written routine
- ☐ Tasks and frequencies confirmed room by room
- ☐ Service nights and crew hours confirmed
- ☐ Supply arrangement settled: paper, soap, liners, sanitizer
- ☐ Floor and carpet cycles noted
- ☐ One person on your side named as cleaning contact

Keys, cards and alarm

- ☐ Keys or cards issued and numbers recorded
- ☐ Cleaning crew alarm code set
- ☐ Panel arming and zones shown to the crew
- ☐ Locked rooms and crew entrance listed
- ☐ Plan agreed for unlocked doors or alarm trips
- ☐ Access sheet filed with building records

Week one

- ☐ Morning walk after each of the first five visits
- ☐ Restrooms, kitchen and entry checked first
- ☐ One work area and one private office checked
- ☐ Misses and unwanted tasks noted with room and date
- ☐ Notes sent every day or two

Weeks two and three

- ☐ Walks reduced to two or three a week
- ☐ Patterns noted, not only single misses
- ☐ Dispensers or bins running out flagged
- ☐ Tasks on the wrong night flagged
- ☐ Staff comments gathered by your contact
- ☐ Small frequency changes requested

Day 30 review

- [ ] Your notes reviewed with the cleaning company
- [ ] Rooms needing more or less attention agreed
- [ ] Supply arrangement confirmed or changed
- [ ] Access checked and any keys accounted for
- [ ] Added services considered
- [ ] Next check-in date set

Notes