

Combo Specialist Daily Cleaning Inspection

Employee Name: _____ Employee Title: _____ Date: _____

Supervisor Name: _____ Supervisor Title: _____ Room # _____

Item Inspected:	Satisfactory:	Action Needed:	Unsatisfactory:	Comment:
Arrived and checked out on time				
Doors clean & disinfected				
Door casing clean & disinfected				
Windows clean				
Light switches clean & disinfected				
Trash cans emptied & relined				
Vacuum / sweep under trash cans				
Vacuum out all pencil sharpeners				
Wall touch points cleaned				
Dust all horizontal surfaces				
Vacuum dry erase board trays				
Phone disinfected				
Floor free of gum				
Floor trash picked up				
Vacuum all carpeted areas				
Vacuum / sweep all tiled areas				
Sink / drinking fountain clean and disinfected				
Sink / drinking fountain mineral deposit removed				
Dispensers clean and disinfected				
Hall drinking fountain disinfected				
Secondary only: Tile floor clean				
Proper use of chemicals				
Job card in place				
Vacuum maintained properly				
Custodial barrel & Closet clean and ready				
Additional Comments:				
Has the Supervisor Explained how to perform tasks in the "Unsatisfactory" category?				Yes No
Has the Supervisor Demonstrated how to perform tasks in the "Unsatisfactory" category?				Yes No
Has the Supervisor Observed the employee correctly perform tasks in the "Unsatisfactory" category?				Yes No

Employee Signature: _____ Supervisor Signature: _____

Employees that know and understand expectations are better equipped to achieve those expectations!