

Daily Cleaning Evaluation Sheet
Combo Specialist

Employee's Name		Date	
How long should you wait to tell someone that they are doing a great job?		When is the best time to respond to a fire, safety or employee issue?	
Item inspected	Room # for Items that are Done Correctly! GREAT JOB	Room # for Items that Need Improvement	Additional Comments or Action Items
Rooms Inspected			
Arrived and checked out on time			
Disinfect door(s) and door knobs			
Disinfect switches and touch points			
Spot clean glass on door(s)			
Spot clean walls			
Dust all horizontal surfaces			
Disinfect phone(s)			
Disinfect sink(s), drinking fountain(s)			
Disinfect sink surrounding surfaces			
Disinfect dispensers			
Remove hard water marks			
Pick up large trash			
Empty trash and replace liner			
Disinfect hall drinking fountain(s)			
Vacuum classroom area			
Vacuum under trash cans			
Vacuum tiled wet area(s)			
Vacuum corners and edges			
Vacuum under desks and tables			
Vacuum pencil sharpeners			
Vacuum white board tray(s)			
Custodial barrel / closet clean & Ready			
Proper use of chemicals			
Job card in place			
Vacuum maintained properly			
Employees that know and understand expectations are better equipped to achieve those expectations!		Have I <u>Explained</u> how to perform all task in the "Needs Improvement" category?	Yes No
		Have I <u>Demonstrated</u> how to perform all task in the "Needs Improvement" category?	Yes No
		Have I <u>Observed</u> the employee correctly performing all the task in the "Needs Improvement" category?	Yes No

Inspector's Name

Title

Date