

Daily Cleaning Evaluation Sheet
Hallways

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
Arrived and checked out on time			
Main Hall			
Pick up large pieces of trash			
Sweep Hallways			
remove black marks			
remove gum			
Mop edges			
Scrub Hallways			
Buff Hallways			
Clean equipment			
Another Hall			
Pick up large pieces of trash			
Sweep Hallways			
remove black marks			
remove gum			
Mop edges			
Scrub Hallways			
Buff Hallways			
Clean equipment			
Proper use of chemicals			
Job card in place			
Equipment 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