

Stairs Specialist Daily Cleaning Inspection

Employee Name: _____ Employee Title: _____ Date: _____

Supervisor Name: _____ Supervisor Title: _____

Item Inspected:	Satisfactory:	Action Needed:	Unsatisfactory:	Comment:
Arrived and checked out on time				
First set of Stairs				
Pick up large pieces of trash				
Vacuum / Sweep stairs & landing				
Remove black marks				
Stairway free of gum				
Spot clean walls				
Dust all horizontal surfaces				
Handrails clean & disinfected				
Mop stairs & landing				
Second set of Stairs				
Pick up large pieces of trash				
Vacuum / Sweep stairs & landing				
Remove black marks				
Stairway free of gum				
Spot clean walls				
Dust all horizontal surfaces				
Handrails clean & disinfected				
Mop stairs & landing				
Additional Tasks				
Proper use of chemicals				
Job card in place				
Vacuum maintained properly				
Equipment 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!