

Daily Cleaning Evaluation Sheet  
Vacuum Specialist

Employee's Name		Date	
<b>How long should you wait to tell someone that they are doing a great job?</b>		<b>When is the best time to respond to a fire, safety or employee issue?</b>	
Item inspected	Room # for Items that are Done Correctly! GREAT JOB	Room # for Items that Need Improvement	Additional Comments or Action Items
<b>Rooms Inspected</b>			
Arrived and checked out on time			
Floor free of large trash			
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)			
Job card in place			
Vacuum Storage area Clean			
Vacuum in proper location			
Vacuum cord stored correctly			
Paper Liner bag emptied			
Vacuum wiped down			
<b>Employees that know and understand expectations are better equipped to achieve those expectations!</b>		<b>Have I <u>Explained</u> how to perform all task in the "Needs Improvement" category?</b>	Yes      No
		<b>Have I <u>Demonstrated</u> how to perform all task in the "Needs Improvement" category?</b>	Yes      No
		<b>Have I <u>Observed</u> the employee correctly performing all the task in the "Needs Improvement" category?</b>	Yes      No

Inspector's Name

Title

Date