



Easy & Shine Cleaning Services

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Facility Manager Cleaning Checklist

A practical PDF checklist for reviewing day-to-day presentation, hygiene standards and cleaning service consistency across commercial sites in Melbourne.

Who this is for	Facility managers, office managers, property managers and operations teams reviewing cleaning standards or service delivery.
What it covers	Daily, weekly and monthly checks for presentation, hygiene, washrooms, shared spaces, floors, waste handling and provider accountability.
Best used for	Routine site walks, contractor review meetings, handovers, internal audits and quote comparison conversations.

Use this PDF as a working checklist during site inspections, contractor reviews and routine quality checks. Tick items off, note issues and use the final page to assess service consistency.

How to use this checklist

- Review the daily list during floor walks, opening checks or end-of-day inspections.
- Use the weekly checks to confirm deeper routine work is being completed on schedule.
- Use the monthly review to track recurring issues, scope gaps and overall contractor performance.
- Bring the final assessment page to review meetings so actions, trends and responsibilities are clearly recorded.

Quick site details

Site / Building	Date	Reviewed by

Operational Cleaning Checklist

Use the following items to review day-to-day presentation, hygiene and routine cleaning completion.

Daily checks

No.	Area / task	<input type="checkbox"/>	Notes
1	Reception, entry points and high-traffic walkways present clean and free from visible dust, litter and smudges.	<input type="checkbox"/>	
2	High-touch surfaces such as door handles, lift buttons, rails, counters and shared touchpoints are sanitised.	<input type="checkbox"/>	
3	Bathrooms and washrooms are clean, stocked and odour-controlled, with basins, mirrors and fixtures checked.	<input type="checkbox"/>	
4	Kitchenettes, tea points and break areas are wiped down, sinks cleaned and rubbish removed.	<input type="checkbox"/>	
5	Bins are emptied, liners replaced where required and waste is removed from common areas.	<input type="checkbox"/>	
6	Spot cleaning is completed on glass, desks, partitions or walls where marks are visible.	<input type="checkbox"/>	

Weekly checks

No.	Area / task	<input type="checkbox"/>	Notes
1	Floor edges, corners and under-furniture areas are vacuumed or mopped to a consistent standard.	<input type="checkbox"/>	
2	Meeting rooms, shared work areas and breakout spaces receive a deeper detail clean beyond presentation touch-ups.	<input type="checkbox"/>	
3	Internal glass, partitions and door panels are cleaned to reduce fingerprints and smearing.	<input type="checkbox"/>	
4	Washroom walls, dispensers, tiled surfaces and touchpoints are checked for build-up and detailed cleaning needs.	<input type="checkbox"/>	
5	Stock levels for paper products, soap and other consumables are reviewed if included in scope.	<input type="checkbox"/>	

Monthly Review and Service Assessment

Use this page for deeper site checks and to review whether your current commercial cleaning service is meeting expectations.

Monthly review

No.	Area / task	<input type="checkbox"/>	Notes
1	Skirtings, vents, ledges and lower-level detail areas are checked for dust build-up or missed attention.	<input type="checkbox"/>	
2	Hard floors, carpets and mats are reviewed for wear, staining and any deeper cleaning requirements.	<input type="checkbox"/>	
3	Touchpoint cleaning standards are reviewed against complaints, incident logs or staff feedback.	<input type="checkbox"/>	
4	Cleaning scope still reflects current site use, staffing levels and hours of operation.	<input type="checkbox"/>	
5	Repeated issues, missed tasks or quality inconsistencies are documented and escalated.	<input type="checkbox"/>	

Cleaning provider assessment

No.	Review point	Yes	No	Comments
1	The provider completed a proper site inspection before quoting or reviewing scope.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Scope of works is clear, tailored and easy to verify during routine inspections.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Staff appear trained, professional and consistent in service delivery.	<input type="checkbox"/>	<input type="checkbox"/>	
4	Communication is prompt and issues are actioned within agreed timeframes.	<input type="checkbox"/>	<input type="checkbox"/>	
5	Quality checks, reporting and accountability processes are visible and reliable.	<input type="checkbox"/>	<input type="checkbox"/>	

Action Plan and Next Steps

Use this page to record actions, owners and follow-up notes after your inspection or contractor review meeting.

Site notes / actions

Follow-up actions

Priority / issue	Owner	Due date

Book a quote or site assessment

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