SOLUTION QC

Sample Office · Suite 200

98

Commercial cleaning · Weekly office clean

Jordan Rivera · Tue, Oct 27 · 7:45 PM

Every clean, checked.

RECEPTION / ENTRY

Entry glass, mat, and first impression

Pass

Door glass and mat spotless on arrival.

RECEPTION / ENTRY

Reception desk, waiting chairs, and high-touch

Pass

RECEPTION / ENTRY

Lobby and entry floors

Pass

RESTROOMS

Toilets cleaned inside/out; bases checked

Pass

RESTROOMS

Sinks, counters, and mirrors

Pass

RESTROOMS

Supplies, liners, and restroom trash

Pass

Restocked paper towels to par; soap at 3/4.

RESTROOMS

Restroom floors and drains

Pass

BREAK ROOM

Counters, sink, and tables

Pass

BREAK ROOM

Appliance fronts and coffee station

Needs work

Microwave interior missed. Crew wiped it before leaving.

BREAK ROOM

Break-room floor and trash

Pass

WORK AREAS

Desks, phones, and high-touch

Pass

WORK AREAS

Office floors and edges

Pass

WORK AREAS

Conference table, chairs, glass, and screen

Pass

COMMON AREAS

Hallways, stairs, and elevator landings

Pass

COMMON AREAS

Elevator buttons, railings, and light switches

N/A

Single-story suite. No elevator on this ticket.

COMMON AREAS

Interior glass and partitions

Pass

FINISH

All trash pulled; liners in

Pass

FINISH

Remaining traffic floors vacuumed / mopped

Pass

FINISH

Paper, soap, and break-room supplies

Pass

FINISH

Lights, alarms, and lock-up as posted

Lights off, alarm set, back door locked.

Pass

OFFICE 1

Desk edges, phones, and high-touch

Pass

OFFICE 1

Floor vacuumed / mopped

Pass

OFFICE 1

Trash pulled; liner in

Pass

OFFICE 1

Interior glass and edges

Pass

RESULT

Conditional

CUSTOMER

Sample Client LLC

COMPANY

Your Cleaning Company

(555) 010-0100 · hello@example.com

123 Sample Street
Anytown, VA 00000

THIS JOB'S LAYOUT

1 office

NOTES

Great visit overall. One break-room touch-up fixed on site before the crew left. Next visit: Tuesday, November 3.