



Office Cleaning Checklist

DJC Holdings, Inc. / 20 Jul 2023 / Sheila Morgan

Complete

Score	100%	Flagged items	0	Actions	1
Client / Site	DJC Holdings, Inc.				
Date and Time of Inspection	20.07.2023 13:30 PST				
Inspected by	Sheila Morgan				
Location	Tennessee, USA (35.5174913, -86.5804473)				

Actions

1 action

Audit / Offices, Lobby, Conference Room

Vacuum the carpet



Though all carpets have been vacuumed, I found that the carpet in our Marketing Head's office has minor damages. Endorsing for replacement ASAP.



Photo 1

To Do | Assignee SafetyCulture Staff | Priority Low | Due 27.07.2023 14:35 PST | Created by SafetyCulture Staff

Replace carpet in our Marketing Head's office.

Audit

1 action, 100%

Offices, Lobby, Conference Room

1 action, 100%

Empty all trash receptacles and replace liners as needed



Remove trash to a collection point



Vacuum the carpet



Though all carpets have been vacuumed, I found that the carpet in our Marketing Head's office has minor damages. Endorsing for replacement ASAP.



Photo 1

To Do | Assignee SafetyCulture Staff | Priority Low | Due 27.07.2023 14:35 PST | Created by SafetyCulture Staff

Replace carpet in our Marketing Head's office.

Clean and polish drinking fountain/water cooler



Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures, and all manner of furnishings



Damp wipe all horizontal surfaces to remove coffee rings and spillage



Dust telephones



Dust mop hard surface floors with a treated dust mop



Damp mop hard surface floors to remove any spillage from soiled areas



Damp wipe entryway and clean fingerprints from entrance glass



Spot clean partition glass



Inspect building entrance area



Restrooms

100%

Stock towels, tissue, and hand soap



Empty sanitary napkin receptacles and wipe with a disinfectant	✓
Empty trash receptacles and wipe	✓
Clean and polish mirrors	✓
Wipe towel cabinet covers	✓
Toilets and urinals are cleaned and sanitized inside and outside	✓
Toilet seats are cleaned on both sides using a disinfectant	✓
Scour and sanitize all basins	✓
Dust partitions, top of mirrors and frames	✓
Remove splash marks from walls around basins	✓
Mop and rinse restroom floors with a disinfectant	✓

Pantry / Cafeteria

100%

All trash receptacles are emptied and trash removed to a collection point	✓
Dust mop hard surface floors with a treated dust mop	✓
Damp mop hard surface floors to remove spillage from soiled areas	✓
Clean and wipe tables and chairs	✓
Spot clean walls near trash receptacles	✓
Clean fronts, tops, and sides of trash receptacles with a disinfectant	✓
Clean and polish drinking fountain/water cooler	✓
Damp wipe countertops to remove coffee rings and spillage	✓
Clean and sanitize sink	✓
Spot clean cabinets and exterior of appliances to present a neat appearance	✓

Completion

Recommendations

All surfaces, furniture, and areas have been thoroughly cleaned and maintained. Though, one of the carpets (in the Marketing Head's office) needs to be replaced ASAP due to minor damages. It can be a safety hazard if not addressed urgently. So, I created an action item in this checklist for timely resolution. The follow-up is set for next week.

Inspector's Full Name and Signature



Sheila Morgan
20.07.2023 14:45 PST

Media summary



Photo 1