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Title Page

Document No.

Audit Title

Client / Site

Conducted on



Prepared by

Location



Personnel

Hardman Street

HO site

8th Floor

Open Plan Offices, Deli, Toilets and Meeting Rooms

Main Meeting Rooms (Daily Tasks)

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces free from litter, debris, stains, dust and left dry and smear free?

Yes No N/A

Are the work stations and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Tea Points (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces free from litter, debris, stains, dust and left dry and smear free?

Yes No N/A

Are the tables and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are all hard surfaces and appliances clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Restaurant (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the tables and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

General Offices & Meeting Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the work stations and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Washrooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the toilets and urinals clean and soiling removed?

Yes No N/A

Are the sinks clean and soiling removed?
(Sink surrounds should be dry and free from spillage)

Yes No N/A

Are all vertical surfaces (up to 2 metres) free of soiling and dirty marks and left in a bright smear free condition?

Yes No N/A

Are the mirrors clean and smear free?

Yes No N/A

Are the consumables (paper hand towels, toilet tissue and liquid soap) replenished?

Yes No N/A

Changing Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the sinks clean and soiling removed?
(Sink surrounds should be dry and free from spillage)

Yes No N/A

Are all vertical surfaces (up to 2 metres) free of soiling and dirty marks and left in a bright smear free condition?

Yes No N/A

Are the mirrors clean and smear free?

Yes No N/A

Showers - full deep clean and descaling WEEKLY

Yes No N/A

Waste Management

Recycling - ensure all recyclable materials are moved to collection point - WEEKLY

Yes No N/A

General Waste - ensure all general waste is moved to collection point - WEEKLY

Yes No N/A

Segregation - ensure all recycling materials are segregated in to the relevant waste streams taking care not to cross contaminate - DAILY

Yes No N/A

Leeds Archive

HO site

Ground Floor

Offices, Tea Points, Toilets/Showers, Seminar and Reading Rooms, Exhibition Area

Seminar Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the work stations and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Tea Point (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the tables and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are all kitchen surfaces and appliances clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Kitchen (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas and entrance mats free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the tables and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

General Offices and Reading Room (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas and entrance mats free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the work stations and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Washrooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the toilets and urinals clean and soiling removed?

Yes No N/A

Are the sinks clean and soiling removed?

Yes No N/A

Are all vertical surfaces (up to 2 metres) free of soiling and dirty marks and left in a bright smear free condition?

Yes No N/A

Are the mirrors clean and smear free?

Yes No N/A

Are the consumables (paper hand towels, toilet tissue and liquid soap) replenished?

Yes No N/A

Changing Rooms

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Showers - full deep clean and descaling WEEKLY

Yes No N/A

Are all vertical surfaces (up to 2 metres) free of soiling and dirty marks and left in a bright smear free condition?

Yes No N/A

Are the mirrors clean and smear free?

Yes No N/A

Waste Management

Recycling - ensure all recyclable materials are moved to collection point - WEEKLY

Yes No N/A

General Waste - ensure all general waste is moved to collection point - WEEKLY

Yes No N/A

Segregation - ensure all recycling materials are segregated in to the relevant waste streams taking care not to cross contaminate - DAILY

Yes No N/A

Salford Quays

HO site

3rd/4th Floor

Open Plan Office/Vending Areas/Meeting Rooms/Reception

Main Meeting Room (Daily Tasks)

Are the carpeted floor areas and entrance mats free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the work stations and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Tea Points (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas and entrance mats free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the tables and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are all kitchen surfaces and appliances clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Restaurant (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Reception (Daily Tasks)

Are the carpeted floor areas and entrance mats free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the tables and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

General Offices & Meeting Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas and entrance mats free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the work stations and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

Yes No N/A

Washrooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the toilets and urinals clean and soiling removed?

Yes No N/A

Are the sinks clean and soiling removed?

Yes No N/A

Are all vertical surfaces (up to 2 metres) free of soiling and dirty marks and left in a bright smear free condition?

Yes No N/A

Are the mirrors clean and smear free?

Yes No N/A

Are the consumables (paper hand towels, toilet tissue and liquid soap) replenished?

Yes No N/A

Changing Rooms

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Showers - full deep clean and descaling WEEKLY

Yes No N/A

Are all vertical surfaces (up to 2 metres) free of soiling and dirty marks and left in a bright smear free condition?

Yes No N/A

Are the mirrors clean and smear free?

Yes No N/A

Aspect Court

HO site

Ground/1st Floor

Open Plan Offices, Kitchen, Toilets, Lift, Meeting Rooms, Entrance/Waiting Room,
Landing Area Staircase

Main Meeting Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the work stations and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

Yes No N/A

Tea Points (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas and entrance mats free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the tables and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are all kitchen surfaces and appliances clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Kitchen (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the tables and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

General Offices and Meeting Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the work stations and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Washrooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the toilets and urinals clean and soiling removed?

Yes No N/A

Are the sinks clean and soiling removed?

Yes No N/A

Are all vertical surfaces (up to 2 metres) free of soiling and dirty marks and left in a bright smear free condition?

Yes No N/A

Are the mirrors clean and smear free?

Yes No N/A

Are the consumables (paper hand towels, toilet tissue and liquid soap) replenished?

Yes No N/A

White City

HO site

Ground/1st Floor Seating/Mezzanine

Main Meeting Rooms (Daily Tasks)

Are the waste bins clean and empty?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Reception Areas - 1st Floor Reception (Daily Tasks)

Are the waste bins clean and empty?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the desks, tables and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

Yes No N/A

Tea Points (Daily Tasks)

Are the waste bins clean and empty?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the desks, tables and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the kitchen surfaces and appliances clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

Yes No N/A

Restaurant (Daily Tasks)

Are the waste bins clean and empty?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the tables and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

Yes No N/A

General Offices & Meeting Rooms (Daily Tasks)

Are the waste bins clean and empty?

Yes No N/A

Warehouse Presentation Areas

Are the waste bins clean and empty?

Yes No N/A

Toilets

Are the waste bins clean and empty?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the toilets and urinals clean?

Yes No N/A

Are the sinks clean?

Yes No N/A

Are the doors, partitions and walls clean and smear free?

Yes No N/A

Are the mirrors clean and smear free?

Yes No N/A

Are the consumables (paper hand towels, toilet tissue and liquid soap) replenished?

Yes No N/A

Waste

Has each waste stream been put in its correct collection point?
(This includes mixed dry recycling and confidential waste)

Yes No N/A

Eastbourne Terrace

HO site

1st / 2nd Floor

Open plan offices, restaurant, toilets, tea points and meeting rooms

Main Meeting Rooms (Daily Tasks)

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces free from litter, dirt, stains, dust and smear free?

Yes No N/A

Are the work stations and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Tea Points (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are all hard surfaces and kitchen appliances left clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Restaurant (Daily Tasks)

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

General Offices & Meeting Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces free from litter, dirt, stains, dust and smear free?

Yes No N/A

Are the work stations and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Washrooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the toilets and urinals clean and soiling removed?

Yes No N/A

Are the sinks clean and soiling removed?

Yes No N/A

Are all vertical surfaces (up to 2 metres) free of soiling and dirty marks and left in a bright smear free condition?

Yes No N/A

Are the mirrors clean and smear free?

Yes No N/A

Are the consumables (paper hand towels, toilet tissue and liquid soap) replenished?

Yes No N/A

Changing Rooms (Daily Tasks)

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all vertical surfaces (up to 2 metres) free of soiling and dirty marks and left in a bright smear free condition?

Yes No N/A

Fashion Street

HO site

1st Floor

Open plan office including machines area, tea points and meeting rooms

Main Meeting Room (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the floor surfaces clean, free from litter, stains and dust?

Yes No N/A

Are the work stations and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Kitchen (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

General Offices & Meeting Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, free from litter, stains and dust?

Yes No N/A

Are the work stations and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Merchant Square

HO site

Ground Floor

Post Room & Limited Area - mainly landlords

1st Floor Meeting

Main Meeting Rooms (26) + Reception area, FM Office, First Aid Room, Pension Room

1st, 2nd, 3rd, 4th, 5th, 6th, 7th Floors

General Offices - open plan, tea points, meeting rooms, and restaurant (2nd floor)

Main Meeting Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are all work stations and horizontal surfaces below 2 metres clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Reception Areas - 1st Floor Reception (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Tea Points (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the hard surfaces including kitchen appliances clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Restaurant (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

General Offices & Meeting Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Basement (Daily Tasks)

Is all Mixed Dry Recycling/General Waste and Confidential Waste moved to its collection point?

Yes No N/A

Changing Rooms/First Aid (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the sinks, their surrounds and the shower floors clean, dry and free from spillages?

Yes No N/A

Are all vertical surfaces up to 2 metres clean, free from marks and smears and left in a bright condition?

Yes No N/A

Are all mirrors clean, polished, bright and smear free?

Yes No N/A

Are the consumables (paper hand towels, toilet tissue and liquid soap) replenished?

Yes No N/A

Waterside

HO site

Lower Ground Floor

only 5000 sq ft in use, press offices, health services, security office and lobby area

Upper Ground Floor

1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th Floor

9th, 10th Floor

Executive Offices and Meeting Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces free from litter, debris, stains, dust and left clean, dry and smear free?

Yes No N/A

Are all work stations and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Reception Areas (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Central Core and Tea Points (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the hard surfaces including kitchen appliances clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Food Presentation Area (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the hard surfaces including kitchen appliances clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Restaurant (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?

*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

General Offices & Meeting Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Product Studios (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Scenic Lifts & Central Lift Landings (Daily Tasks)

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the call buttons and glass walls free from smears and finger marks and polished to a bright clean finish?

Yes No N/A

Washrooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the toilets and urinals clean and soiling removed?

Yes No N/A

Are the sinks clean and the soiling removed?

Yes No N/A

Are the doors, partitions and walls clean and smear free?

Yes No N/A

Are the mirrors clean and smear free?

Yes No N/A

Are the consumables (paper hand towels, toilet tissue and liquid soap) replenished?

Yes No N/A

Changing Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the toilets and urinals clean and soiling removed?

Yes No N/A

Are the sinks clean and the soiling removed?

Yes No N/A

Are the doors, partitions and walls clean and smear free? (Alternate Days)

Yes No N/A

Are the mirrors clean and smear free? (Alternate Days)

Yes No N/A

Are the consumables (paper hand towels, toilet tissue and liquid soap) replenished?

Yes No N/A

Contractors Offices (Daily Tasks)

Goods Lifts, Basement and Back of House Areas

Is all cardboard baled, ready for a weekly collection?

Yes No N/A

Is all Mixed Dry Recycling prepared and moved to the collection point?

Yes No N/A

Are all recycling materials segregated with no cross-contamination?

Yes No N/A

Stockley Park

HO site

Ground Floor / 1st Floor / 2nd Floor

Meeting Rooms (Daily Tasks)

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the work stations and horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Reception Areas (Daily Tasks)

Is the entrance matting vacuumed and free from litter, dirt and debris?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Are the fixtures, fittings, furniture and doors free from debris, dust, dirt, grease and stains?
*this includes hard and soft furniture and fittings, display cabinets, shelves, light switches, pipe work, radiators, grills and vents, doors, door frames, furniture and hinges

Yes No N/A

Tea Points (Daily Tasks)

Are the carpeted floor areas free from litter, dirt, debris, dust and grit?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are all horizontal surfaces (below 2 metres) clean, dry and smear free?

Yes No N/A

Restaurant & Cafe (Daily Tasks)

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the doors/doorframes clean, dry and free from dust, debris?

Yes No N/A

Machine Halls (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

General Offices and Meeting Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Lift Landings (Daily Tasks)

Are the call buttons and glass walls free from smears and finger marks and polished to a bright clean finish?

Yes No N/A

Washrooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the toilets and urinals clean and soiling removed?

Yes No N/A

Are the sinks clean and soiling removed?

Yes No N/A

Are the mirrors clean and smear free?

Yes No N/A

Are the consumables (paper hand towels, toilet tissue and liquid soap) replenished?

Yes No N/A

Changing/Locker Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Are the hard floor surfaces clean, dry and smear free?

Yes No N/A

Are the sinks clean and soiling removed?

Yes No N/A

Are the consumables (paper hand towels, toilet tissue and liquid soap) replenished?

Yes No N/A

Contractors & Loading Bay Offices (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes No N/A

Goods Lifts and Back of House Areas (Daily Tasks)

Has all the General Waste been prepared and moved to the collection point?

Yes No N/A

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