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#### **Title Page**

Document No.

Audit Title

Client / Site

Conducted on

Prepared by

Location

Personnel

Hardman Street

9

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### 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 ha free?	rd floor su	rfaces free from litter, debris, stains, dust and left dry and smear
Yes	No	□ N/A
Are the wo	ork station	s and horizontal surfaces (below 2 metres) clean, dry and smear
Yes	No	□ N/A
stains? <br< th=""><th>&gt; *this ght switche</th><th>ngs, furniture and doors free from debris, dust, dirt, grease and s includes hard and soft furniture and fittings, display cabinets, es, pipe work, radiators, grills and vents, doors, door frames,</th></br<>	> *this ght switche	ngs, furniture and doors free from debris, dust, dirt, grease and s includes hard and soft furniture and fittings, display cabinets, es, pipe work, radiators, grills and vents, doors, door frames,
Yes	No	□ N/A
ea Points (I	Daily Tas	ks)
Are the wa	iste bins e	mpty and the liner replaced?
Yes	No	□ N/A
Are the ha free?	rd floor su	rfaces free from litter, debris, stains, dust and left dry and smear
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?
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 ar	าd free
from spillage)	

Yes	No	□ N/A
	tical surfac ear free co	tes (up to 2 metres) free of soiling and dirty marks and left in a ndition?
Yes	No	□ N/A
Are the m	irrors clear	n and smear free?
Yes	No	□ N/A
Showers -	full deep o	lean and descaling WEEKLY
Yes	No	□ N/A
Waste Man	agement	
Recycling	- ensure al	l recyclable materials are moved to collection point - WEEKLY
Yes	No	□ N/A
General W	/aste - ensi	ure all general waste is moved to collection point - WEEKLY
Yes	No	□ N/A
		e all recycling materials are segregated in to the relevant waste not to cross contaminate - DAILY
Yes	No	□ N/A
Leeds Arcl	hive	
HO site		

ear
ind ts,
<b>.</b>

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

Yes No	□ N/A
Are all kitchen surfa	ces and appliances clean, dry and smear free?
Yes No	□ N/A
stains? *thi	ngs, furniture and doors free from debris, dust, dirt, grease and s includes hard and soft furniture and fittings, display cabinets, es, pipe work, radiators, grills and vents, doors, door frames, s
Yes No	□ N/A
Kitchen (Daily Tasks)	
Are the waste bins e	mpty and the liner replaced?
Yes No	□ N/A
Are the carpeted flo grit?	or areas and entrance mats free from litter, dirt, debris, dust and
Yes No	□ N/A
Are the tables and h	orizontal surfaces (below 2 metres) clean, dry and smear free?
Yes No	□ N/A
stains? *thi	ngs, furniture and doors free from debris, dust, dirt, grease and s includes hard and soft furniture and fittings, display cabinets, es, pipe work, radiators, grills and vents, doors, door frames, s

## General Offices and Reading Room (Daily Tasks)

Are the wa	ste bins ei	npty and the liner replaced?
Yes	No	□ N/A
Are the car grit?	peted floc	or areas and entrance mats free from litter, dirt, debris, dust and
Yes	No	□ N/A
Are the wo free?	rk stations	s and horizontal surfaces (below 2 metres) clean, dry and smear
Yes	No	□ N/A
	ht switche	includes hard and soft furniture and fittings, display cabinets, es, pipe work, radiators, grills and vents, doors, door frames,
Nashrooms	(Daily Ta	sks)
Are the wa	ste bins ei	mpty and the liner replaced?
Yes	No	□ N/A
Are the ha	rd floor su	rfaces clean, dry and smear free?
Yes	No	□ N/A
Are the toi	lets and u	rinals 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 - ensc	are 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
streams taking	nsure all recycling materials are segregated in to the relevant waste care not to cross contaminate - DAILY No N/A
Salford Quays	
HO site	
3rd/4th Floor	
	e/Vending Areas/Meeting Rooms/Reception

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

Yes	No	□ N/A	
Are the we	ork station	s and horizontal surfaces (below 2 metres) clean, dry and smear	
Yes	🗌 No	□ N/A	

	stains? <br< th=""><th>&gt; *this ght switche</th><th>ngs, furniture and doors free from debris, dust, dirt, grease and s includes hard and soft furniture and fittings, display cabinets, es, pipe work, radiators, grills and vents, doors, door frames, s</th></br<>	> *this ght switche	ngs, furniture and doors free from debris, dust, dirt, grease and s includes hard and soft furniture and fittings, display cabinets, es, pipe work, radiators, grills and vents, doors, door frames, s
	Yes	No	□ N/A
Te	ea Points (	Daily Tasl	ks)
	Are the wa	aste bins e	mpty and the liner replaced?
	Yes	No	□ N/A
	Are the ca grit?	rpeted floo	or areas and entrance mats free from litter, dirt, debris, dust and
	Yes	No	□ N/A
	Are the ha	rd floor su	irfaces clean, dry and smear free?
	Yes	No	□ N/A
	Are the tal	oles and h	orizontal surfaces (below 2 metres) clean, dry and smear free?
	Yes	No	□ N/A
	Are all kitc	hen surfac	ces and appliances clean, dry and smear free?
	Yes	🗌 No	□ N/A
	stains? <br< td=""><td>&gt; *this ght switche</td><td>ngs, furniture and doors free from debris, dust, dirt, grease and s includes hard and soft furniture and fittings, display cabinets, es, pipe work, radiators, grills and vents, doors, door frames, s</td></br<>	> *this ght switche	ngs, furniture and doors free from debris, dust, dirt, grease and s includes hard and soft furniture and fittings, display cabinets, es, pipe work, radiators, grills and vents, doors, door frames, s
	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
Acception (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?
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 wa	ste bins er	npty and the liner replaced?
Yes	No	□ N/A
Are the car grit?	peted floc	or areas and entrance mats free from litter, dirt, debris, dust and
Yes	No	□ N/A
Are the ha	rd floor su	rfaces clean, dry and smear free?
Yes	No	□ N/A
Are the wo free?	rk stations	s and horizontal surfaces (below 2 metres) clean, dry and smear
Yes	No	□ N/A
Are the fixt stains? <br< td=""><td></td><td>ngs, furniture and doors free from debris, dust, dirt, grease and</td></br<>		ngs, furniture and doors free from debris, dust, dirt, grease and
Yes	No	□ N/A
Washrooms	(Daily Ta	sks)
Are the wa	ste bins er	mpty and the liner replaced?
Yes	No	□ N/A
Are the ha	rd floor su	rfaces clean, dry and smear free?
Yes	No	□ N/A

2/11/25, 3:50 PM	Head Office Cleaning Audits - SafetyCulture	
Are the toilets and urinals clean and soiling removed?		
Yes No	□ N/A	
Are the sinks clean a	nd soiling removed?	
Yes No	□ N/A	
Are all vertical surfac bright smear free co	es (up to 2 metres) free of soiling and dirty marks and left in a ndition?	
Yes No	□ N/A	
Are the mirrors clear	and smear free?	
Yes No	□ N/A	
Are the consumables	s (paper hand towels, toilet tissue and liquid soap) replenished?	
Yes No	□ N/A	
Changing Rooms		
Are the waste bins e	mpty and the liner replaced?	
Yes No	□ N/A	
Are the hard floor su	rfaces 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	e of soiling and	dirty marks a	nd 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 so	oiling and dirty marks and left in a
bright smear free condition?	

	Yes	No	□ N/A
	Are the mi	rrors clear	n and smear free?
	Yes	No	□ N/A
	Are the co	nsumable	s (paper hand towels, toilet tissue and liquid soap) replenished?
	Yes	No	□ N/A
	White City		
	HO site		
	Ground/1s	st Floor Se	ating/Mezzanine
Μ	ain Meetir	ng Rooms	(Daily Tasks)
Μ		-	(Daily Tasks) ean and empty?
M		-	
M	Are the wa	aste bins cl	lean and empty?
M	Are the wa	aste bins cl	lean and empty?
	Are the wa	aste bins cl	lean and empty?
	Are the wa	aste bins cl No rpeted floo No <b>reas – 1st</b>	lean and empty?

	irpeted no	or areas free from litter, dirt, debris, dust and grit?
Yes	No	□ N/A
Are the ha	ard floor su	urfaces clean, dry and smear free?
Yes	No	□ N/A
Are the do free?	esks, tables	s and horizontal surfaces (below 2 metres) clean, dry and smear
Yes	No	□ N/A
Are the fix stains?	xtures, fitti	ngs, furniture and doors free from debris, dust, dirt, grease and
Yes	No	N/A
		- >
Tea Points (	(Dally las	ks)
	-	ks) lean and empty?
	-	
Are the w	aste bins c	lean and empty?
Are the w	aste bins c	lean and empty?
Are the w Yes Are the ha	aste bins c	lean and empty?
Are the w Yes Are the ha Yes Are the de	aste bins c	lean and empty?
Are the w Yes Are the ha Yes Are the de free?	aste bins c No ard floor su No esks, tables	lean and empty?   Image: N/A   urfaces clean, dry and smear free?   Image: N/A   s and horizontal surfaces (below 2 metres) clean, dry and smear

Are the fix stains?	tures, fitti	ngs, furniture and doors free from debris, dust, dirt, grease and
Yes	No	□ N/A
Restaurant	(Daily Ta	sks)
Are the wa	aste bins c	lean and empty?
Yes	No	□ N/A
Are the ha	ard floor su	irfaces clean, dry and smear free?
Yes	No	□ N/A
Are the ta	bles and h	orizontal surfaces (below 2 metres) clean, dry and smear free?
Yes	No	□ N/A
Are the fix stains?	tures, fitti	ngs, furniture and doors free from debris, dust, dirt, grease and
Yes	No	□ N/A
General Off	ices & Me	eting Rooms (Daily Tasks)
Are the wa	aste bins c	lean and empty?
Yes	No	□ N/A
Warehouse	Presenta	tion Areas
Are the wa	aste bins c	lean 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

AICTICIE	ard floor su	irfaces clean, dry and smear free?	
Yes	No	□ N/A	
Are all hor	rizontal sur	rfaces (below 2 metres) clean, dry and smear free?	
Yes	No	□ N/A	
Are all har	rd surfaces	and kitchen appliances left clean, dry and smear free?	
Yes	No	□ N/A	
stains? <br shelves, lig</br 	-> *this	ngs, furniture and doors free from debris, dust, dirt, grease and s includes hard and soft furniture and fittings, display cabinets, es, pipe work, radiators, grills and vents, doors, door frames, s	
Yes	No	□ N/A	
Restaurant	(Daily Ta	sks)	
		<b>sks)</b> Irfaces clean, dry and smear free?	
Are the ha	ard floor su	urfaces clean, dry and smear free?	
Are the ha	ard floor su	urfaces clean, dry and smear free?	
Are the ha	ard floor su No rizontal sur No ctures, fittin r> *this	Infaces clean, dry and smear free?	

## General Offices & Meeting Rooms (Daily Tasks)

Are the waste bins empty and the liner replaced?
Are the carpeted floor areas free from litter, dirt, debris, dust and grit?
Are the hard floor surfaces free from litter, dirt, stains, dust and smear free?
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?

Are the toi	lets and u	rinals clean and soiling removed?
Yes	No	□ N/A
Are the sin	ıks clean a	nd soiling removed?
Yes	No	□ N/A
Are all vert bright sme		es (up to 2 metres) free of soiling and dirty marks and left in a ndition?
Yes	No	□ N/A
Are the mi	rrors clear	and smear free?
Yes	No	□ N/A
Are the co	nsumable	s (paper hand towels, toilet tissue and liquid soap) replenished?
Yes	No	□ N/A
Changing R	ooms (Da	ily Tasks)
Are the ha	rd floor su	rfaces clean, dry and smear free?
Yes	No	□ N/A
Are all vert bright sme		es (up to 2 metres) free of soiling and dirty marks and left in a ndition?
Yes	No	□ N/A
Fashion St	reet	
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 hor	rizontal su	faces (below 2 metres) clean, dry and smear free?
Yes	No	□ N/A
stains? <br shelves, lig</br 	r> *thi	ngs, furniture and doors free from debris, dust, dirt, grease and s includes hard and soft furniture and fittings, display cabinets, es, pipe work, radiators, grills and vents, doors, door frames, s
Yes	No	□ N/A
eneral Off	ices & Me	eting Rooms (Daily Tasks)
Are the wa	aste bins e	mpty and the liner replaced?
Yes	No	□ N/A
Are the ca	rpeted flo	or areas free from litter, dirt, debris, dust and grit?
Yes	No	□ N/A
Are the ha	ard floor su	irfaces clean, dry and smear free?
Yes	No	□ N/A
Are all hor	rizontal su	faces (below 2 metres) clean, dry and smear free?
Yes	No	□ N/A
stains? <br shelves, lig</br 	r> *thi	ngs, furniture and doors free from debris, dust, dirt, grease and s includes hard and soft furniture and fittings, display cabinets, es, pipe work, radiators, grills and vents, doors, door frames, s
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
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## Changing Rooms/First Aid (Daily Tasks)

Are the waste bins empty and the liner replaced?

Yes	No		N/A
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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 mir	rors clean,	polished, bright and smear free?
Yes	No	□ N/A
Are the co	nsumables	s (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 car	peted floo	r areas free from litter, dirt, debris, dust and grit?
Yes	No	□ N/A
Are the har smear free		faces free from litter, debris, stains, dust and left clean, dry and
Yes	No	□ N/A
Are all work free?	k stations a	and horizontal surfaces (below 2 metres) clean, dry and smear
Yes	No	□ N/A
stains?	• *this ht switche	gs, furniture and doors free from debris, dust, dirt, grease and includes hard and soft furniture and fittings, display cabinets, s, pipe work, radiators, grills and vents, doors, door frames,



# Reception Areas (Daily Tasks)

Are the waste bins empty and the liner replaced?
Are the carpeted floor areas free from litter, dirt, debris, dust and grit?
Are the hard floor surfaces clean, dry and smear free?
Are all horizontal surfaces (below 2 metres) clean, dry and smear free?
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)
Food Presentation Area (Daily Tasks) Are the waste bins empty and the liner replaced?
Are the waste bins empty and the liner replaced?
Are the waste bins empty and the liner replaced?
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 carpeted floor areas free from litter, dirt, debris, dust and grit?         Yes       No       N/A
Are the waste bins empty and the liner replaced?   Yes   No   Are the carpeted floor areas free from litter, dirt, debris, dust and grit?   Yes   No   NA   Are the hard floor surfaces clean, dry and smear free?

Are the hard s	surfaces including	ı kitchen	appliances	clean, dr	v and smear fr	ree?

Yes	No 🗌 N/A
stains?	, fittings, furniture and doors free from debris, dust, dirt, grease and *this includes hard and soft furniture and fittings, display cabinets, vitches, pipe work, radiators, grills and vents, doors, door frames, inges
Yes	No 🗌 N/A
Restaurant (Dail	y Tasks)
Are the waste b	ins empty and the liner replaced?
Yes	No 🗌 N/A
Are the carpete	d floor areas free from litter, dirt, debris, dust and grit?
Yes	No 🗌 N/A
Are the hard flo	or surfaces clean, dry and smear free?
Yes	No 🗌 N/A
Are all horizont	al surfaces (below 2 metres) clean, dry and smear free?
Yes	No 🗌 N/A
stains? <br< td=""><td>, fittings, furniture and doors free from debris, dust, dirt, grease and &gt;*this includes hard and soft furniture and fittings, display cabinets, vitches, pipe work, radiators, grills and vents, doors, door frames, inges</td></br<>	, fittings, furniture and doors free from debris, dust, dirt, grease and >*this includes hard and soft furniture and fittings, display cabinets, vitches, pipe work, radiators, grills and vents, doors, door frames, inges
Yes	No 🗌 N/A

## General Offices & Meeting Rooms (Daily Tasks)

Are the wast	e bins en	npty and the liner replaced?
Yes	No	□ N/A
Product Studie	os (Daily	<sup>7</sup> Tasks)
Are the wast	e bins en	npty and the liner replaced?
Yes [	No	□ N/A
Are the hard	floor sur	faces clean, dry and smear free?
Yes	No	□ N/A
Are all horizo	ontal surf	aces (below 2 metres) clean, dry and smear free?
Yes	No	□ N/A
Scenic Lifts & (	Central I	.ift Landings (Daily Tasks)
Are the hard	floor sur	faces clean, dry and smear free?
Yes [	No	□ N/A
Are the call b a bright clea		nd glass walls free from smears and finger marks and polished to
Yes	No	□ N/A
Washrooms (I	Daily Ta	sks)
Are the wast	e bins en	npty 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 ca	rpeted floo	or areas free from litter, dirt, debris, dust and grit?
Yes	No	□ N/A
Are the ha	ird floor su	rfaces clean, dry and smear free?
Yes	No	□ N/A
Are all hor	rizontal sur	faces (below 2 metres) clean, dry and smear free?
Yes	No	□ N/A
estaurant	& Cafe (D	aily Tasks)
Are the ha	ird floor su	rfaces clean, dry and smear free?
Yes	No	□ N/A
Are the do	ors/doorfr	ames clean, dry and free from dust, debris?
Yes	No	□ N/A
achine Ha	Ills (Daily	Tasks)
Are the wa	aste bins ei	mpty and the liner replaced?
Yes	No	□ N/A
eneral Offi	ices and M	leeting Rooms (Daily Tasks)
Are the wa	aste bins ei	mpty and the liner replaced?
Yes	🗌 No	□ N/A
	Yes Are the hat Yes Are all hor Yes Staurant Are the hat Yes Are the do Yes Are the do Are the do Yes Are the wat	Yes No   Are the hard floor su   Yes No   Are all horizontal sur   Yes No   Are the hard floor su   Yes No   Are the hard floor su   Yes No   Are the doors/doorfr   Yes No   Are the doors/doorfr   Yes No   Are the waste bins er   Yes No   Are the waste bins er   Yes No

### 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
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## Washrooms (Daily Tasks)

Are the waste bins empty and the liner replaced?

	Yes	No	N/A
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Are the hard floor surfaces clean, dry and smear free?

Yes	No	□ N/A
Are the to	ilets and u	rinals clean and soiling removed?
Yes	No	□ N/A
Are the sir	nks clean a	nd soiling removed?
Yes	No	□ N/A
Are the m	irrors clear	and smear free?
Yes	No	□ N/A
Are the co	nsumables	s (paper hand towels, toilet tissue and liquid soap) replenished?

Yes	No	N/A

Changing/Locker Rooms	(Daily Tasks	)
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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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