

# Go digital today!

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### Title Page

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Client / Site

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Date and Time of Inspection



Inspected by

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Location



### Offices, Lobby, Conference Room

Empty all trash receptacles and replace liners as needed

✓    ✘    N/A

---

Remove trash to a collection point

✓    ✘    N/A

---

Vacuum the carpet

✓    ✘    N/A

---

Clean and polish drinking fountain/water cooler

✓  ✘  N/A

---

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

✓  ✘  N/A

---

Damp wipe all horizontal surfaces to remove coffee rings and spillage

✓  ✘  N/A

---

Dust telephones

✓  ✘  N/A

---

Dust mop hard surface floors with a treated dust mop

✓  ✘  N/A

---

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

✓  ✘  N/A

---

Damp wipe entryway and clean fingerprints from entrance glass

✓  ✘  N/A

---

Spot clean partition glass

✓  ✘  N/A

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Inspect building entrance area

✓  ✘  N/A

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## Restrooms

Stock towels, tissue, and hand soap

✓  ✘  N/A

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Empty sanitary napkin receptacles and wipe with a disinfectant

✓  ✘  N/A

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Empty trash receptacles and wipe

✓  ✘  N/A

---

Clean and polish mirrors

✓  ✘  N/A

---

Wipe towel cabinet covers

✓  ✘  N/A

---

Toilets and urinals are cleaned and sanitized inside and outside

✓  ✘  N/A

---

Toilet seats are cleaned on both sides using a disinfectant

✓  ✘  N/A

---

Scour and sanitize all basins

✓  ✘  N/A

---

Dust partitions, top of mirrors and frames

✓  ✘  N/A

---

Remove splash marks from walls around basins

✓  ✘  N/A

---

Mop and rinse restroom floors with a disinfectant

✓  ✘  N/A

---

### **Pantry / Cafeteria**

All trash receptacles are emptied and trash removed to a collection point

✓  ✘  N/A

---

Dust mop hard surface floors with a treated dust mop

✓  ✘  N/A

---

Damp mop hard surface floors to remove spillage from soiled areas

✓  ✘  N/A

---

Clean and wipe tables and chairs

✓  ✘  N/A

---

Spot clean walls near trash receptacles

✓  ✘  N/A

---

Clean fronts, tops, and sides of trash receptacles with a disinfectant

✓  ✘  N/A

---

Clean and polish drinking fountain/water cooler

✓  ✘  N/A

---

Damp wipe countertops to remove coffee rings and spillage

✓  ✘  N/A

---

Clean and sanitize sink

✓  ✘  N/A

---

Spot clean cabinets and exterior of appliances to present a neat appearance

✓  ✘  N/A

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**Completion**

Recommendations

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Inspector's Full Name and Signature



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