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Information

Document No.

Audit Title

Date of Clean



Prepared by

Monthly Deep Clean Check List

Have all tops been cleaned (Dusted and Wiped with damp cloth)

Yes No N/A

Have all carpets been thoroughly vacuumed, including under desks

Yes No N/A

Have all carpet stains been lifted and notified

Yes No N/A

Have all window ledges been dusted

Yes No N/A

Have all skirting boards been cleaned

Yes No N/A

Have all chair seats been vacuumed

Yes No N/A

Have shelves in meeting rooms been cleaned

Yes No N/A

Have tops of all storage units been cleaned

Yes No N/A

Have all partitions been cleaned

Yes No N/A

Has all equipment on kitchen tops been pulled out and cleaned behind

Yes No N/A

Have all fridges been pulled out and cleaned behind

Yes No N/A

Has the coffee machine been pulled out and cleaned behind

Yes No N/A

Have fridges been cleaned inside and out and date of cleaning advised to Jude or Katie

Yes No N/A

Have all kitchen waste bins been cleaned inside and out to remove and prevent stains, grime and smell

Yes No N/A

Sign Off

I confirm all the scheduled cleaning has been completed as requested

Checked by

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