



Hallway & Corridor Cleaning Checklist (Daily)

Debris Removal

Initial sweep and pickup of visible dirt, dust, and debris.

Estimated Sweep Time (Minutes)

Types of Debris Observed

- ☐ Dust/Dirt
- ☐ Paper/Trash
- ☐ Leaves/Outdoor Debris
- ☐ Food Particles
- ☐ Broken Merchandise
- ☐ Other (Specify)

Specify 'Other' Debris (If Selected)

Number of Large Items Removed (Boxes, etc.)

Condition of Floor Before Cleaning

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Moderately Dirty
- ☐ Very Dirty

Floor Cleaning

Detailed cleaning of the hallway/corridor flooring, addressing spills and stains.

Floor Type:

- ☐ Tile
- ☐ Concrete
- ☐ Linoleum
- ☐ Carpet
- ☐ Other

Detergent Solution Strength (if applicable):

Enter a number...

Specific Stains/Spills Noted:

Write something...

Cleaning Method Used:

- ☐ Sweep & Mop
- ☐ Scrubbing
- ☐ Extraction (Carpet)
- ☐ Burnishing

Area Covered (sq ft, approx.):

Enter a number...

Notes on Cleaning Effectiveness:

Write something...

Wall & Fixture Spot Cleaning

Wipe down walls, handrails, and any fixtures for marks and smudges.

Wall Condition

- ☐ Clean - No Marks
- ☐ Minor Smudges - Wiped
- ☐ Significant Marks - Requires More Attention

Handrail Condition

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Dirty - Requires More Attention

Light Fixture Condition (if applicable)

- ☐ Clean
- ☐ Dusty
- ☐ Needs Cleaning

Note any specific issues/stains found.

Write something...

Cleaning Solution Used (if applicable)

- ☐ All-Purpose Cleaner
- ☐ Specialized Cleaner
- ☐ None Required

Safety Check

Ensure the hallway/corridor is clear of hazards and lighting is functional.

Lighting Functionality - Number of Non-Functional Lights

Enter a number...

Floor Dryness (After Cleaning)

- ☐ Completely Dry
- ☐ Slightly Damp
- ☐ Wet

Obstructions Present?

- ☐ None
- ☐ Minor (Easily Navigable)
- ☐ Major (Requires Intervention)

Trip Hazards Identified?

- ☐ No
- ☐ Yes

Details of Any Hazards Found (If 'Yes' to Trip Hazards)

Write something...

Emergency Exit Access Clear?

- ☐ Yes
- ☐ No

Comments/Additional Safety Notes

Write something...

Scent & Appearance

Address any odor issues and ensure a presentable appearance.

Odor Level

- ☐ None
- ☐ Slight
- ☐ Moderate
- ☐ Strong

Scent Type (if applied)

Write something...

Lighting Condition

- ☐ All lights functional
- ☐ Minor bulb replacement needed
- ☐ Significant lighting issues

Notes on Appearance/Issues

Write something...

Floor Shine (if applicable)

- ☐ Dull
- ☐ Acceptable
- ☐ Shiny