



Janitorial Staff Training & Cleaning Standard Audit 2026 Checklist

Personal Protective Equipment (PPE) & Safety Compliance

Verification of proper use of gloves, masks, eye protection, and adherence to chemical handling safety protocols and MSDS/SDS accessibility.

PPE Items Verified

- ☐ Disposable Gloves
- ☐ Safety Goggles/Eye Protection
- ☐ Nitrile/Chemical Resistant Gloves
- ☐ Face Masks/Respirators
- ☐ Protective Aprons/Coveralls
- ☐ Non-slip Safety Footwear

Safety Data Sheets (SDS) Accessibility

- ☐ Accessible and Up-to-date
- ☐ Incomplete/Missing Information
- ☐ Not Accessible

Safety Training Completion Date

Enter date...

Training Certification Documentation

 Upload File

Safety Observations & Non-Compliance Notes

Write something...

Safety Auditor Signature

Chemical Dilution & Equipment Maintenance

Audit of chemical dispensing systems, accuracy of dilution ratios, and the cleanliness and operational status of vacuum cleaners, buffers, and mops.

Chemical Dilution Accuracy Status

- ☐ Correct Ratio Maintained
- ☐ Incorrect Ratio Detected
- ☐ Dilution Station Malfunctioning

Equipment Inspected

- ☐ Floor Buffer
- ☐ Vacuum Cleaner
- ☐ Mop Bucket & Wringer
- ☐ Microfiber Cloths/Mops
- ☐ Pressure Washer

Equipment Maintenance Notes

Write something...

Chemical Stock Level (Units/Liters Remaining)

Enter a number...

Auditor Verification

Surface Disinfection & Sanitization Standards

Inspection of high-touch point disinfection frequency and efficacy on doorknobs, light switches, elevator buttons, and communal surfaces.

High-Touch Points Inspected

- ☐ Door Handles & Push Plates
- ☐ Light Switches
- ☐ Elevator Buttons
- ☐ Handrails & Guardrails
- ☐ Countertops & Desks
- ☐ Shared Equipment/Keyboards

Disinfectant Contact Time Compliance

- ☐ Compliant (Full dwell time observed)
- ☐ Non-Compliant (Insufficient dwell time)
- ☐ Not Applicable

Disinfectant Concentration (PPM/Ratio)

Enter a number...

Disinfection Discrepancies & Observations

Write something...

Evidence of Sanitization (Photo)

 Upload File

Auditor Verification

Floor Care & Surface Maintenance

Evaluation of floor sweeping, mopping, buffing, and carpet vacuuming quality, including the identification of scumps, spills, or debris.

Floor Surface Type

- ☐ Hardwood
- ☐ Ceramic/Porcelain Tile
- ☐ Polished Concrete
- ☐ Carpet
- ☐ Vinyl/LVT

Maintenance Tasks Completed

- ☐ Sweeping/Dust Mopping
- ☐ Wet Mopping
- ☐ Buffing/Polishing
- ☐ Carpet Vacuuming
- ☐ Spill Cleanup

Detected Floor Defects

Write something...

Floor Condition Score (1-10)

Photo of Floor Condition

 Upload File

Auditor Verification

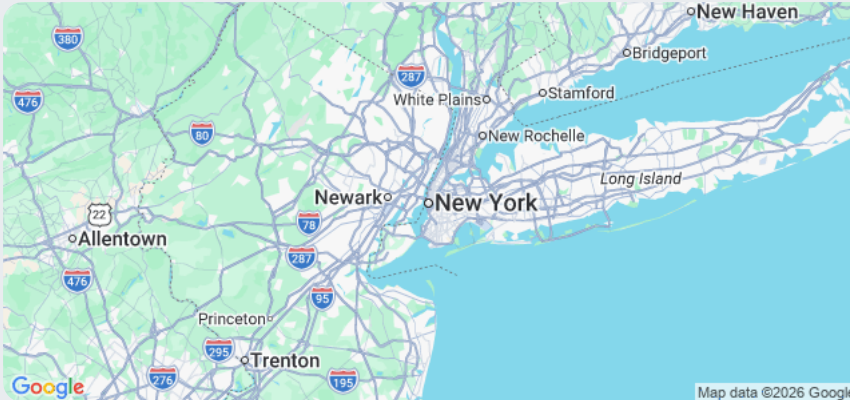
Restroom Hygiene & Sanitation Audit

Comprehensive check of toilet/urinal cleanliness, mirror clarity, sink sanitation, and the replenishment of consumables like paper towels and soap.

Inspection Date

Restroom Room Number/Area

 [Set My Current Location](#)



Toilet and Urinal Cleanliness Status

☐ Pass

☐ Fail

☐ N/A

Consumables Replenishment Check

☐ Hand Soap

☐ Paper Towels

☐ Toilet Paper

☐ Hand Sanitizer

☐ Urinal Screens/Mats

Deficiencies or Maintenance Issues Found

Write something...

Photo Evidence of Cleanliness

 Upload File

Auditor Signature

Waste Management & Disposal Protocols

Verification of proper trash removal, liner replacement, recycling segregation compliance, and the cleanliness of waste receptacle exteriors.

Waste Stream Type Monitored

- ☐ General Waste
- ☐ Recyclables
- ☐ Organic/Compost
- ☐ Hazardous/Specialty Waste

Completed Disposal Tasks

- ☐ Trash Liners Replaced
- ☐ Recycling Bins Emptied
- ☐ Hazardous Waste Sealed
- ☐ Dumpster Area Cleaned

Number of Full Bags Removed

Enter a number...

Disposal Discrepancies or Issues

Write something...

Photo Evidence of Bin Area

 Upload File

Custodian Verification

Dusting & Detail Cleaning Accuracy

Assessment of high-level dusting (vents, ledges), baseboard cleanliness, and the removal of cobwebs in hard-to-reach areas.

Surfaces Inspected

- ☐ Ceiling Vents & Grills
- ☐ Window Sills & Ledges
- ☐ Picture Frames & Wall Decor
- ☐ Light Fixtures & Sconces
- ☐ Baseboards & Trim
- ☐ Air Diffusers

Dust Accumulation Level

- ☐ None (Clean)
- ☐ Low (Minimal Dust)
- ☐ Moderate (Requires Attention)
- ☐ High (Immediate Action Required)

Detailed Observations

Write something...

Photo Evidence of Detail Cleaning

 Upload File

Auditor Verification

Glass, Mirror, and Window Cleaning

Inspection of streak-free cleaning on interior glass partitions, mirrors, and accessible window surfaces.

Interior Glass Cleanliness Status

- ☐ Pass
- ☐ Fail
- ☐ N/A

Identified Issues

- ☐ Streaks/Smudges
- ☐ Fingerprints
- ☐ Dust/Debris
- ☐ Water Spots

Detailed Observations

Write something...

Photo Documentation

 Upload File

Auditor Verification

Supply Inventory & Reorder Readiness

Monitoring of cleaning supply stock levels, organized storage closet management, and the accuracy of the restocking log.

Inventory Audit Date

Enter date...

Supplies Monitored

- ☐ Disinfectants & Sanitizers
- ☐ Paper Products (Towels/Tissue)
- ☐ Cleaning Chemicals
- ☐ Trash Liners & Bags
- ☐ Gloves & PPE

Critical Low Stock Count

Enter a number...

Restock Order Notes

Write something...

Auditor Verification

Post-Cleaning Final Walkthrough & Documentation

Validation of completed task logs, signature of supervisor oversight, and reporting of any facility maintenance issues discovered during cleaning.

Inspection Date

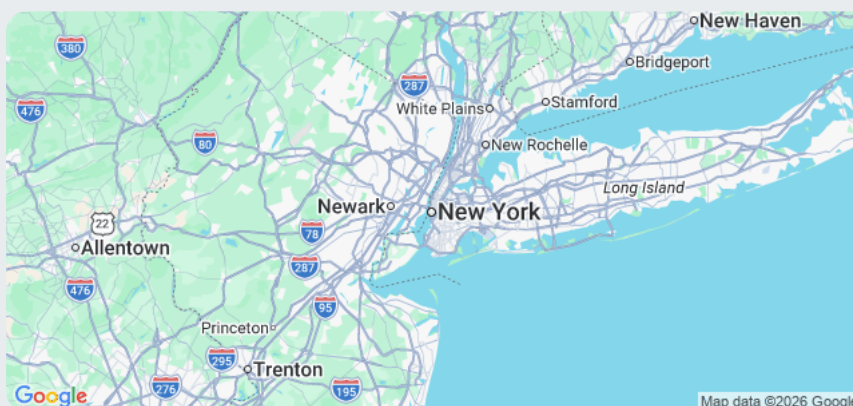
Enter date...

Inspection Time

Enter time...

Area/Zone Inspected

 [Set My Current Location](#)



Overall Cleaning Quality Rating

- ☐ Excellent
- ☐ Satisfactory
- ☐ Needs Improvement
- ☐ Unacceptable

Discrepancies or Deficiencies Noted

Write something...

Photo Documentation of Completed Work

 Upload File

Auditor Signature

< Previous

> Next

✓ Finish

 Generate Sample Report