
The site checklist pack

Four site lists - office, school, retail and washroom - plus a nightly close-down sheet, a shift handover note, and a first-night induction for a new starter.

What is inside

- Four site lists, each on one page with tick boxes and room to write the site's own extras
- A nightly close-down sheet, sized for one A4 page
- A shift handover note, for the round that changes hands at six
- A first-night induction, written to be read on a phone

Yours whether or not you ever talk to us.

How to use these lists

These are the four lists most commercial contracts need. They are deliberately not the last word: every building has its own three quirks, and the write-in lines at the foot of each list are where those go.

- Print the list for the site, or keep it on the phone - each page fits both.
- Walk the site once with the supervisor and fill in the write-in lines together. A list the cleaner helped write is a list that gets followed.
- The tick box is the record: done means ticked, ticked means done. If it cannot be done that night, it says why in the handover note instead.
- Where a task has its own frequency (weekly descale, monthly deep clean), mark it on the list the first time and keep it visible.
- Lists change when the building changes. Reprint, re-walk, re-date.

Free to copy, print and use on your sites, with or without us.

The office list

Nightly, five services a week

Reception and entrances

- ☐ Mats vacuumed, then lifted and cleaned under
- ☐ Glass doors finger-marked, inside and out
- ☐ Bins emptied, liners replaced, wet waste separated
- ☐ Leaflets and notice board tidied straight

Kitchen and break room

- ☐ Worktops and tables wiped down
- ☐ Sinks washed, taps descaled as needed
- ☐ Fridge exterior and handles, microwave inside and out
- ☐ Floor mopped, including under the tables
- ☐ Dishwasher run and emptied, or cups washed and put away

Desks and open plan

- ☐ Visible surfaces dusted - desk tops, shelving, sills
- ☐ Partition glass and screens at head height
- ☐ Cables and floor boxes vacuumed around, never moved
- ☐ Chairs rolled and cleaned under

Toilets

- ☐ Full service: bowls, seats, urinals, pans behind
- ☐ Sinks, taps, soap and paper checked and filled
- ☐ Mirrors and stainless polished dry
- ☐ Floors mopped edge to edge, including behind doors
- ☐ Bin emptied and sanitised

Stairs, lifts and landings

- ☐ Stairs vacuumed or mopped top to bottom, nosings done
- ☐ Handrails wiped the full run
- ☐ Lift tracks vacuumed, panels and buttons wiped

This site's own tasks - write them in, tick them off

The school list

Evening, term time - see note sheet for holiday deep cleans

Classrooms

- ☐ Floors vacuumed edge to edge, corners with the crevice tool
- ☐ Teacher desk and visible surfaces wiped
- ☐ Chairs stacked per the room plan, floors under them
- ☐ Reading corners and soft furnishings tidied straight
- ☐ Pencil sharpenings and craft debris collected

Corridors and stairs

- ☐ Wide vacuum, then mop where the floor is hard
- ☐ Handrails the full run, both sides
- ☐ Skirting at kneel height, door plates and push bars
- ☐ Display boards left straight, nothing removed

Hall and dining

- ☐ Tables and benches wiped down, ends and undersides
- ☐ Floor under the tables swept and mopped, chair legs checked
- ☐ Stage steps and equipment left exactly as set

Toilets and changing rooms

- ☐ Full service, cubicle doors and latches included
- ☐ Floor drains flushed, cubicle floors mopped separately
- ☐ Soap, paper and sanitiser filled for the morning
- ☐ PE kit and lost property untouched - report, do not move

Staff room and office

- ☐ Kitchen service: surfaces, sink, fridge exterior
- ☐ Tables wiped, staff bins emptied
- ☐ Staffroom floor vacuumed, sofas straightened

This site's own tasks - write them in, tick them off

The retail list

After close, before the morning delivery

Shop floor

- ☐ Aisles vacuumed, mats lifted and done underneath
- ☐ Hard floors dust-mopped then wet-mopped per the plan
- ☐ Fixtures at knee height dusted, shelf-edge fronts wiped
- ☐ Spillages and scuffs from the day removed

Entrance and windows

- ☐ Entrance glass inside and out, door tracks cleaned
- ☐ Finger marks at child height along the frontage
- ☐ Matting hosed or vacuumed per schedule

Fitting rooms

- ☐ Mirrors and benches wiped
- ☐ Floors swept and mopped, hooks checked for stock
- ☐ Returns left in the agreed place, tagged as found

Tills and service counter

- ☐ Counter surfaces and belt wiped and dried
- ☐ Screens and pin pads wiped with the right cloth only
- ☐ Under-till rubbish collected, floor mopped

Staff and stock areas

- ☐ Staff room and toilet serviced fully
- ☐ Stock room floor swept, walkways kept clear
- ☐ Cardboard flattened and staged for collection

This site's own tasks - write them in, tick them off

The washroom list

The evening deep service, after the daytime top-ups

Cubicles

- ☐ Toilet bowls scrubbed, under the rim, seats and hinges
- ☐ Pan fronts, sides and behind - floor to pan joint
- ☐ Doors, latches and hooks wiped
- ☐ Sanitary bins serviced per contract, lid and surround

Urinals

- ☐ Urinals descaled per schedule, channels and covers
- ☐ Surrounding wall and floor splash zone washed
- ☐ Screens and dividers both sides

Sinks and vanity

- ☐ Basins and taps descaled, plugs and overflows cleaned
- ☐ Soap, paper and hand towels filled, spares checked
- ☐ Mirrors polished dry, streak-free
- ☐ Vanity tops wiped, nothing on them rearranged

Floors and walls

- ☐ Floor mopped edge to edge, corners and behind doors
- ☐ Wall tiles at splash height, drying the grout lines
- ☐ Drain covers lifted and the drain flushed

Finish

- ☐ All bins emptied, liners replaced
- ☐ Air care and consumables checked for the morning
- ☐ Lights, hand dryers and taps all working - report anything not

This site's own tasks - write them in, tick them off

Nightly close-down sheet

Site:

Date:

Before anyone leaves

- ☐ All list tasks done or carried over with a note
- ☐ Lights off where the schedule says off, left on where it says left on
- ☐ Doors closed and locked, including fire doors arming properly
- ☐ Windows and roof lights closed and latched
- ☐ Keys returned to the key safe or taken by the named holder
- ☐ Alarm set where the contract includes it, code holder notified
- ☐ Waste and recycling out, or staged for the morning collection
- ☐ Machines charged: vacuums, scrubbers, and batteries on charge not just plugged in
- ☐ Spill kit and first-aid kit restocked from the supplies
- ☐ Nothing left in a corridor, stairwell or fire route
- ☐ Water off at sinks, boiler check per site notes, no leaks anywhere
- ☐ Nothing unusual: damage, break-in signs, pests, smells - anything odd is written below and phoned in before you leave

Notes for the morning

Shift handover note

The point of this page is that the next person starts the round knowing what you know. Write it even when there is "nothing to report" - nothing to report is information too.

The round

Sites covered tonight, and by whom

What needs passing on

- Sites not finished, and why - carried to which night
- Stock taken from the store: what, and from where it needs replacing
- Anything broken, blocked, leaking or locked that the office should know before the next visit
- Client staff spoken to, and anything they asked for

Keys, machines and codes

Anything that moved: keys, fobs, machines, supplies

Name

Signature

Date

First-night induction

Welcome. This page is everything you need for night one on a new site. The rest you learn by doing it twice.

On your phone

- Your site list is on the phone they gave you or your own - open it before you go in, not after.
- You mark each task done as you do it. If you cannot do it, you mark why - nobody is in trouble for a blocked sink.
- On shift means you said you are on. Say you are off at the end, every night, even when you are tired. It is how the office knows the round finished.

On the site

- Never work a site you have not been inducted to - the list for this site is the induction.
- You do not enter a locked building alone at night if the schedule says two people. The schedule wins.
- Anything that feels wrong - a door open that should not be, someone in the building - you leave and phone. Every time, no exceptions.
- Chemicals: only what is on the list for the site, never mixed, always labelled. If a bottle has lost its label it is waste, not product.

If something goes wrong

- Your supervisor's number is in your phone under the site name. Call, do not guess.
- Injury to you or anyone else: phone first, write it down second.
- Damage to the building: photograph it on the work phone if it is safe, tell the office the same night.

The same lists, but on their phones

Paper lists work until they do not: the copy that was never printed, the round that changed hands without the note, the client asking in March about a night in January.

In Fivexer, tonight's sites and tonight's list are on each cleaner's own phone - no app store, no company phone, no password. They mark off what is done, and the record builds itself: which site, which night, who, and what was on the list.

When the client asks about the third floor, the answer is a line you can read out, not a folder full of ticks nobody can date.

- What the chasing actually costs you (one minute) - 5xer.com/tools/chasing-cost/
- What this costs, published - 5xer.com/pricing/
- The page this pack came from - 5xer.com/for/cleaning-companies/