

Team: AS A RESULT OF AN INSPECTION OR CUSTOMER ISSUE, Please correct the items noted below immediately

Entrance: doors, windows, etc.	Urgency	Corrected	Initials
Floors and carpets			
Waiting area: furniture, glass			
High dusting, corners, etc.			
Offices: high dusting/ vents			
Low dusting/ baseboards			
Phones, desk tops, corners,			
Waste baskets, furniture,			
Vacuuming, floors, walls			
Windows/sills/skylights			
Restrooms Men's: sinks,			
Counters, fixtures, mirrors			
Urinals, toilets, walls			
High dusting, vents			
Low dusting/ baseboards			
Floors, corners			
Kick plates/ push plates			
Restroom Women's: sinks			
Counters, fixtures, mirrors			
Toilets, walls			
High dusting, vents			
Low dusting/ baseboards			
Floors, corners			
Break room/Kitchen:			
Sink, counters ,cabinets			
Tables, chairs			
High dusting/ vents			
Low dusting/ baseboards			
Appliances: microwave, etc			
Furniture			
Floors, corners			

