

# Your first 30 days with a new janitorial company

Keep this sheet on your side of the desk and tick each step as the month goes by.

Building \_\_\_\_\_

Cleaning company \_\_\_\_\_

Your contact there \_\_\_\_\_

Start date \_\_\_\_\_

## Before night one

- ☐ Walkthrough notes checked against the written plan
- ☐ Every room listed, storage and stairwells included
- ☐ Frequencies match what you asked for
- ☐ Locked or off-limits rooms named
- ☐ Items crews should leave alone named
- ☐ Supply arrangement and reserve stock spot written down
- ☐ Target month set for periodic floor or carpet work

## Keys, alarms and access

- ☐ Keys, fobs and cards issued and numbered on your list
- ☐ Alarm codes issued, arming steps shown
- ☐ Alarm zones and their doors noted
- ☐ After-hours entry, elevator and dock rules confirmed
- ☐ Janitor closet, supply storage and trash area shown
- ☐ Lights and locks for the end of each visit agreed

## Week one

- ☐ Morning walk after each visit, before staff arrive
- ☐ Restrooms, breakroom, entry and client rooms checked
- ☐ Notes written by room and item, photos where useful
- ☐ Notes sent to your contact the same day

## Weeks two and three

- ☐ One person on your side collects staff notes
- ☐ Notes kept in one shared log
- ☐ Notes sent to the company on a set day each week
- ☐ Each note tracked until it is acted on
- ☐ One-off misses separated from patterns

## The 30-day review

- ☐ Rooms needing more or less frequent cleaning
- ☐ Tasks to add, drop or move to another night
- ☐ Dispensers lasting between visits
- ☐ Daytime gaps a day porter could cover
- ☐ Dates set for periodic floor and carpet work
- ☐ Note routine agreed for the months ahead
- ☐ Written plan updated to match

## Notes

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