

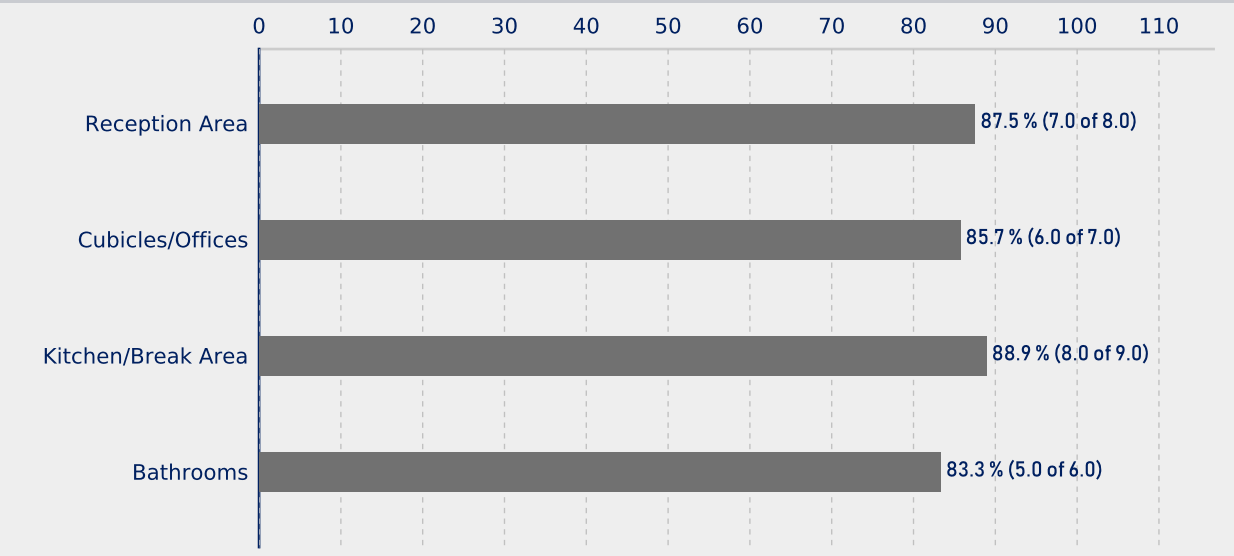


4th Avenue, New York

THURSDAY 25th January 2024

86.67 %
(26.0/30.0)

SCORE BY SECTION



Section	Actual	Target	%
Reception Area	7.0	8.0	87.5
Cubicles/Offices	6.0	7.0	85.7
Kitchen/Break Area	8.0	9.0	88.9
Bathrooms	5.0	6.0	83.3

RECEPTION AREA (7/8) 87.5 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
1	Are welcome mats or front door decor straightened?	(1/1)	YES	
2	Is dusting, sweeping, or mopping done on any hard surfaces?	(0/1)	NO	
	Action: Immediate action to be taken!			
3	Are both sides of the glass front doors cleaned?	(1/1)	YES	

COMMERCIAL CLEANING CHECKLIST

4	Are trash receptacles emptied and liners replaced?	(1/1)	YES
5	Is the reception counter, desk, telephone, and other furniture disinfected?	(1/1)	YES
6	Are magazines arranged neatly on the coffee table?	(1/1)	YES
7	Is dusting done on tables, chairs, lamps, window shades, and vents?	(1/1)	YES
8	Are floors swept, vacuumed, and/or mopped regularly, and carpets cleaned periodically?	(1/1)	YES

CUBICLES/OFFICES

(6/7) 85.7 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
9	Is dusting done on shelves, cabinets, and hard surfaces throughout offices?	(1/1)	YES	
10	Are trash cans emptied, and liners replaced?	(0/1)	NO	
Action: Immediate action to be taken!				
11	Are computer monitors, keyboards, and other equipment cleaned, and HVAC vents dusted if present?		N/A	
12	Is wiping down done on desks and chairs?	(1/1)	YES	
13	Are kitchenware (plates, mugs) left in cubicles/offices gathered and returned to the kitchen?	(1/1)	YES	
14	Are window blinds/shades and window sills dusted, if windows are present?	(1/1)	YES	
15	Are windows and other glass surfaces cleaned?	(1/1)	YES	
16	Are floors vacuumed, swept, and mopped regularly?	(1/1)	YES	

KITCHEN/BREAK AREA

(8/9) 88.9 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
17	Is the refrigerator emptied of unclaimed items after notifying employees?	(0/1)	NO	
Action: Immediate action to be taken!				
18	Are fridge shelves wiped with disinfectants?	(1/1)	YES	
19	Are counters thoroughly cleaned using a disinfectant solution?	(1/1)	YES	
20	Are countertop items arranged neatly?	(1/1)	YES	
21	Is the coffee maker emptied and cleaned?	(1/1)	YES	
22	Are trash and recycling bins emptied, and liners replaced?	(1/1)	YES	
23	Are dirty dishes left in the sink washed or loaded into the dishwasher?	(1/1)	YES	
24	Is the sink and faucet cleaned with a disinfectant solution?	(1/1)	YES	

COMMERCIAL CLEANING CHECKLIST

25 Are floors vacuumed, swept, and mopped regularly? (1/1) YES

BATHROOMS (5/6) 83.3 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
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26	Are trash receptacles emptied and disinfected?	(0/1)	NO	
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Action: Immediate action to be taken!

27	Are sinks, paper towel dispensers, and hand dryers disinfected?	(1/1)	YES	
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28	Are toilet seats and toilet paper dispensers cleaned?	(1/1)	YES	
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29	Is the mirror over the sink wiped down with a glass cleaner?	(1/1)	YES	
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30	Are toilet paper, paper towels, and soap dispensers refilled, and hand dryers ensured to be functional?	(1/1)	YES	
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31	Are floors thoroughly swept and mopped with a disinfectant solution?	(1/1)	YES	
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COMMENTS & ACTION PLAN

Reception Area >> Reception Area

(AC10369) Is dusting, sweeping, or mopping done on any hard surfaces?

FINDINGS 'No'

ACTION REQUIRED Immediate action to be taken!

PRIORITY High
DUE DATE 26 Jan 24
ASSIGNEE Cristina Tofan

Cubicles/Offices >> Cubicles/Offices

(AC10370) Are trash cans emptied, and liners replaced?

FINDINGS 'No'

ACTION REQUIRED Immediate action to be taken!

PRIORITY High
DUE DATE 26 Jan 24
ASSIGNEE Cristina Tofan

Kitchen/Break Area >> Kitchen/Break Area

(AC10371) Is the refrigerator emptied of unclaimed items after notifying employees?

FINDINGS 'No'

ACTION REQUIRED Immediate action to be taken!

PRIORITY High
DUE DATE 26 Jan 24
ASSIGNEE Cristina Tofan

Bathrooms >> Bathrooms

(AC10372) Are trash receptacles emptied and disinfected?

FINDINGS 'No'

ACTION REQUIRED Immediate action to be taken!

PRIORITY High
DUE DATE 26 Jan 24
ASSIGNEE Cristina Tofan

COMMERCIAL CLEANING CHECKLIST

DECLARATION



Auditor
(Cristina Tofan)