

APR 7

JANITORIAL CHECKLIST TEMPLATE

A

My Site

FRIDAY 11th April 2025

83.78 %

(31.0/37.0)

JANITORIAL CHECKS

(31/37) 83.8 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
1	Have the lobby and common corridor waste containers and liners been cleaned and replaced?	(1/1)	YES	
2	Have the lobby glass and sliding doors been cleaned?		N/A	
3	Has the lobby furniture, including desks, chairs, and tables, been cleaned with no dust?	(1/1)	YES	
4	Have the lobby and common corridor fountains and water coolers been cleaned?	(1/1)	YES	
5	Has the lobby and common corridor been dusted, including all hard surfaces?	(0/1)	NO	
6	Have the lobby and common corridor light fixtures and lenses been cleaned?	(1/1)	YES	
7	Has the lobby and common corridor been high-dusted to include corners for cobwebs, shelves, moldings, door frames, diffusers, etc.?		N/A	
8	Has the lobby and common corridor been low-dusted to include chair rails, moldings, picture frames, decorations, flowers, plants, directories, diffusers, fireboxes, extinguishers, etc.?	(1/1)	YES	
9	Have the lobby and common corridor window sills, curtains, and blinds been cleaned?	(1/1)	YES	
10	Have the lobby and common corridor finger marks and smudges on doors, walls, light switches, etc., been removed?		N/A	
11	Have the lobby and common corridor heel or scuff marks on the flooring and/or baseboard been cleaned?	(1/1)	YES	
12	Have the lobby and common corridor kickplates been cleaned?	(1/1)	YES	
13	Have the lobby and common corridor elevator exterior frames, doors, call buttons, and panel walls been cleaned?		N/A	
14	Are all cleaning supplies in the janitor's closet labeled with MSDS information?	(1/1)	YES	
15	Have the exterior garbage cans and cigarette butt cans been cleaned and liners replaced?	(0/1)	NO	
16	Has the exterior been cleared of cigarettes from ashtrays and urns?	(1/1)	YES	
17	Have cobwebs been removed from window overhangs, canopies, lights, etc., on the exterior?	(1/1)	YES	

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18	Has trash/debris been picked up around the exterior perimeter, landscaped beds, sidewalks, dumpster enclosures, and parking lots?		N/A
19	Has graffiti been removed from the exterior walls, floors, etc.?	(1/1)	YES
20	Are the exterior walkways and sidewalks free of gum, animal droppings, spills, stains, etc.?	(1/1)	YES
21	Have flyers posted on the property, including vehicles, been removed?	(1/1)	YES
22	Has mold buildup been removed from the exterior sidewalks, building façade, curbs, etc.?		N/A
23	Have the exterior parking lot lights been checked for dirty lenses?	(1/1)	YES
24	Have the exterior windows been cleaned?	(1/1)	YES
25	Has the exterior directory and tele-entry access been cleaned and polished?	(1/1)	YES
26	Have the vacant spaces been checked to ensure they are clean, carpets vacuumed, no cobwebs, no debris, and no unauthorized storage of construction materials or tenant paraphernalia?	(0/1)	NO
27	Have the lobby and common corridor elevator tracks, interior walls, frames, floors, buttons, and panels been cleaned?		N/A
28	Have the lobby and common corridor metal/stone/wood walls, floors, and trim been polished as needed?	(1/1)	YES
29	Has the lobby and common corridor VCT/carpet been cleaned, buffed, stains removed or shampooed, and any pulled threads addressed?	(1/1)	YES
30	Has the lobby and common corridor decorative fountain been cleaned?	(1/1)	YES
31	Have all restrooms been cleaned, sanitized, and polished, including all vitreous/chrome fixtures such as sinks, toilets, and urinals?		N/A
32	Have both sides of the toilet seats in the restrooms been cleaned?		N/A
33	Have the restrooms' waste containers and liners been checked for proper condition?	(0/1)	NO
34	Have the restrooms' doors and partitions been cleaned with no smudges or finger marks?		N/A
35	Have spots, splashes, or stains near the sink and towel dispensers in the restrooms been cleaned?	(1/1)	YES
36	Have the restrooms' glass, mirrors, faucets, and dispensers been polished?	(1/1)	YES
37	Have the restrooms' tile floors and grout been cleaned and are they in good condition?		N/A
38	Have the restrooms' VCT floors been cleaned or buffed as needed?	(1/1)	YES
39	Has mineral oil been poured in any floor drain/s in the restrooms to prevent sewer gas backup?	(1/1)	YES
40	Have paper products, soap, urinal cakes, and deodorizers been provided in the restrooms?	(1/1)	YES
41	Have the restrooms' handrails been dusted or washed?	(0/1)	NO
42	Have the restrooms' stairs, treads, landing, and risers been swept and/or mopped?		N/A
43	Have the restrooms' light fixtures and lenses been cleaned?	(1/1)	YES

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44	Have the restrooms' standpipes and connections been dusted?	(1/1)	YES
45	Have the restrooms' sprinkler heads been cleaned?		N/A
46	Have the restrooms' egress doors and glass lights been cleaned?	(1/1)	YES
47	Have the restrooms' carpets/mats been cleaned?	(1/1)	YES
48	Has the janitor's closet slop sink and walls been cleaned?	(1/1)	YES
49	Has the janitor's closet floor been cleaned?		N/A
50	Has mineral oil been poured in any floor drains in the janitor's closet to prevent sewer gas backup?	(1/1)	YES
51	Have the janitor's closet equipment and supplies been stored in a clean and orderly manner, with mops hung up and not resting on floors?	(0/1)	NO

DECLARATION



Auditor
(Aashiqe Rasul)