

Office Cleaning Inspection Checklist

Singapore office cleaning quality-control worksheet

How to use this checklist: Inspect each zone against the cleaning scope agreed with your cleaning provider. Mark each item as Pass, Needs Attention, or N/A. Record recurring defects and assign corrective action.

Site / Office:		Inspection Date:	
Inspector:		Inspection Time:	
Cleaning Provider:		Floor / Area:	

Inspection Rating

Rating	Meaning
5 - Meets standard	Area is clean and the agreed task has been completed.
4 - Minor issue	Small defect with limited impact; correct during normal follow-up.
3 - Needs attention	Noticeable issue requiring corrective action.
2 - Significant defect	Cleaning result is below the agreed standard.
1 - Serious failure	Immediate corrective action and supervisor follow-up required.

1. Reception & Entrance

Check	Inspection Item	Rating / Notes
☐	Entrance flooring free of visible dirt, debris and obvious stains	
☐	Entrance mats positioned correctly and visibly maintained	
☐	Door glass free of obvious fingerprints, smears and streaks	
☐	Door handles / push plates visibly clean	
☐	Reception counter and accessible surfaces free of visible dust	
☐	Visitor seating visibly clean and orderly	
☐	Waste bins emptied and liners replaced where required	
☐	Corners, edges and other visible areas checked	

2. Work Areas

Check	Inspection Item	Rating / Notes
☐	Flooring cleaned according to the specified floor type	
☐	Accessible work surfaces dust-free where included in scope	
☐	Waste bins emptied and waste removed	
☐	Partitions and shared surfaces visibly clean where included	
☐	Corners and edges checked for dust accumulation	

Check	Inspection Item	Rating / Notes
[]	Visible cobwebs or loose debris removed	
[]	Frequently touched shared surfaces cleaned according to scope	

3. Meeting Rooms

Check	Inspection Item	Rating / Notes
[]	Tables and accessible meeting surfaces clean	
[]	Chairs and surrounding floor areas visibly clean	
[]	Floor free of obvious debris and marks	
[]	Glass partitions / doors free of obvious marks	
[]	Door handles and common touchpoints checked	
[]	Waste bins emptied	
[]	Room left orderly after cleaning	

4. Pantry / Break Area

Check	Inspection Item	Rating / Notes
[]	Countertops and work surfaces clean	
[]	Sink and surrounding area clean	
[]	Taps / fixtures free of obvious residue	
[]	Floor free of visible crumbs, spills and sticky residue	
[]	Tables and chairs visibly clean	
[]	Waste bins emptied and surrounding area clean	
[]	Cabinet fronts / handles cleaned where included	
[]	Exterior appliance surfaces cleaned where included	

5. Washrooms

Check	Inspection Item	Rating / Notes
[]	Toilets / urinals visibly clean	
[]	Cubicle surfaces and partitions checked	
[]	Sinks and counters clean	
[]	Mirrors free of obvious streaks and marks	
[]	Floor visibly clean and appropriately dry after service	
[]	Soap / handwash available where included	
[]	Toilet paper / tissue available where included	
[]	Waste bins emptied	
[]	Door handles and touchpoints checked	
[]	No obvious unpleasant odour	

6. Corridors, Lobbies & Common Areas

Check	Inspection Item	Rating / Notes
☐	Floors free of visible debris and obvious stains	
☐	Lift lobby visibly clean	
☐	Staircases / landings checked where included	
☐	High-traffic areas receive appropriate attention	
☐	Corners and edges checked	
☐	Shared surfaces and touchpoints cleaned where included	
☐	Waste removed from designated common areas	

7. Floors & Periodic Maintenance

Check	Inspection Item	Rating / Notes
☐	Carpeted areas free of obvious loose debris	
☐	Hard floors free of obvious dirt / residue	
☐	Traffic lanes checked for recurring marks	
☐	Floor edges and corners inspected	
☐	Periodic machine cleaning completed when scheduled	
☐	Carpet extraction / specialist treatment completed when scheduled	

8. Glass & Internal Windows

Check	Inspection Item	Rating / Notes
☐	Accessible internal glass checked for fingerprints	
☐	Glass free of obvious smears and streaks	
☐	Frames / edges checked where included	
☐	Reception and meeting-room glass receives required attention	

9. Waste Management

Check	Inspection Item	Rating / Notes
☐	Office bins emptied	
☐	Bin liners replaced where required	
☐	No overflowing bins	
☐	Waste transfer points kept clean	
☐	Spills / residue around bins removed	
☐	Bulky or non-routine waste handled according to the agreed scope	

Corrective Action Log

Use this page to record defects that require follow-up. For recurring issues, consider whether the cleaning method, service frequency, manpower or contract scope needs review.

No.	Location / Zone	Defect	Corrective Action	Owner	Due / Verified
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Monthly Quality Summary

Metric	Result
Total inspections	
Average inspection rating	
Areas requiring corrective action	
Repeat defects identified	
Complaints received	
Corrective actions completed	
Outstanding issues	

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This checklist is a practical inspection aid. Exact tasks, frequencies, standards and responsibilities should follow the cleaning contract and the requirements of the premises.