

New cleaning company: your 30-day start plan

Tick each step as your side completes it and keep notes here for the day-30 review.

Building _____

Service start date _____

Your contact _____

Review date _____

Before the first night

- ☐ Written plan read against the building, room by room
- ☐ Rooms to skip or handle with care marked
- ☐ Cleaning window and entry door agreed
- ☐ Supply arrangement settled: buying, restocking, storage
- ☐ One person named on your side for cleaning questions

Keys and alarm

- ☐ Each key, badge and fob recorded against its holder
- ☐ Alarm code assigned, arm and disarm steps written
- ☐ Building management told the start date
- ☐ Locked rooms and off-limits areas listed
- ☐ Lights, thermostats and doors to leave as found noted

Week one

- ☐ Morning walk after each early visit
- ☐ Restrooms cleaned and dispensers stocked
- ☐ Trash and recycling emptied throughout
- ☐ Kitchen counters, tables and handles wiped
- ☐ Doors locked and alarm set as agreed
- ☐ Notes sent the same day with room and task

Weeks two and three

- ☐ Week-one issues checked again
- ☐ Spot checks two or three times a week
- ☐ Frequencies adjusted to actual room use
- ☐ Staff told who collects cleaning feedback
- ☐ Periodic work such as floor care on the calendar

Day 30 review

- ☐ Open issues listed with room and task
- ☐ Changes you asked for added to the plan
- ☐ Periodic work dates confirmed
- ☐ Feedback routine set for the coming months

Notes
