

FREE FACILITIES & PROPERTY HOUSEKEEPING & CLEANLINESS TEMPLATE

Housekeeping and Cleanliness Audit Checklist

Use this 60-point checklist to audit cleaning quality, sanitation, walking surfaces, washrooms, common areas, waste, back-of-house spaces, cleaning chemicals and equipment, moisture and pests, deep cleaning, contractor performance, facilities defects, and corrective action.

Property / building

Audit date

Zone / floor

Auditor / housekeeping owner

Internal Facilities & Property template. Apply current cleaning specifications, sanitation, chemical-safety, contract, building, and local requirements. Where U.S. OSHA general-industry rules apply, 29 CFR 1910.22, 1910.141, and applicable hazard-communication requirements should be considered.

1. Audit scope, cleaning standards, schedules, zones, ownership, and previous findings

- 1
- Confirm the property, building, floor or zone, audit date, occupancy status, and housekeeping and cleanliness audit scope are clearly identified.
- CRITICAL
- CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Define the cleanliness standard for each zone before scoring. Public areas, washrooms, service rooms, offices, plant areas, and external access zones usually need...

- 2
- Verify current cleaning standards, housekeeping schedules, task frequencies, zone maps, service specifications, and escalation rules are available where applicable.
- CRITICAL
- CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Define the cleanliness standard for each zone before scoring. Public areas, washrooms, service rooms, offices, plant areas, and external access zones usually need...

- 3
- Confirm ownership is defined for entrances, common areas, washrooms, offices, service rooms, plant areas, waste zones, and other shared spaces.
- CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Define the cleanliness standard for each zone before scoring. Public areas, washrooms, service rooms, offices, plant areas, and external access zones usually need...

- 4
- Review previous cleanliness findings, occupant complaints, spill incidents, washroom issues, pest reports, odor complaints, and overdue housekeeping actions before sampling.
- CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Define the cleanliness standard for each zone before scoring. Public areas, washrooms, service rooms, offices, plant areas, and external access zones usually need...

- 5
- Confirm the audit samples high-traffic areas, low-visibility zones, different floors, service spaces, and locations with recurring cleanliness problems.
- CRITICAL
- CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Define the cleanliness standard for each zone before scoring. Public areas, washrooms, service rooms, offices, plant areas, and external access zones usually need...

- 6
- Record property, audit date, audit zone, auditor, housekeeping owner, facilities owner, contractor or supervisor, and planned follow-up date.
- CLEAN

FINAL STATUS | Enter

HOUSEKEEPING OWNER | Enter

FACILITIES APPROVAL | Enter

Execution tip: Define the cleanliness standard for each zone before scoring. Public areas, washrooms, service rooms, offices, plant areas, and external access zones usually need...

2. Floors, entrances, corridors, stairs, walking routes, and slip-trip cleanliness control

7

Inspect entrances, lobbies, corridors, passageways, stairs, landings, and routine walking surfaces for dirt, debris, spills, loose materials, or obstruction.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be kept clean, orderly, sanitary, and as dry as feasible. Cleaning activity should remove...

8

Confirm wet floors, leaks, tracked-in water, cleaning activity, or temporary slip hazards are promptly controlled with cleaning, drying, warning, barriers, or route management as appropriate.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be kept clean, orderly, sanitary, and as dry as feasible. Cleaning activity should remove...

9

Check mats, runners, carpet edges, floor transitions, thresholds, cable covers, and temporary floor protection for secure placement and cleanliness.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be kept clean, orderly, sanitary, and as dry as feasible. Cleaning activity should remove...

10

Verify cleaning carts, buckets, waste bags, cords, hoses, machines, and supplies are not left across walkways, stairs, doors, or emergency routes.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be kept clean, orderly, sanitary, and as dry as feasible. Cleaning activity should remove...

11

Confirm damaged flooring, broken tiles, loose surfaces, holes, or protrusions identified during housekeeping are reported for facilities repair rather than treated only as a cleaning issue.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be kept clean, orderly, sanitary, and as dry as feasible. Cleaning activity should remove...

12

Review recurring spill points, wet entrances, leak-prone areas, and repeated floor complaints for preventive action beyond routine mopping.

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be kept clean, orderly, sanitary, and as dry as feasible. Cleaning activity should remove...

3. Washrooms, toilets, handwashing areas, sanitary supplies, drainage, and hygiene condition

13

Inspect toilets, urinals, sinks, counters, mirrors, partitions, doors, floors, walls, and touchpoints for cleanliness, buildup, staining, damage, or poor presentation.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Washroom cleanliness depends on both housekeeping and serviceability. Check fixtures, supplies, drainage, odors, leaks, accessibility, and cleaning evidence...

14

Confirm soap, hand-drying supplies, toilet tissue, sanitary disposal supplies, and other required consumables are available and replenished according to property standards.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Washroom cleanliness depends on both housekeeping and serviceability. Check fixtures, supplies, drainage, odors, leaks, accessibility, and cleaning evidence...

15

Check washroom floors and fixtures for standing water, leaks, blockages, sewage backup, poor drainage, odors, or other sanitation problems requiring urgent attention.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Washroom cleanliness depends on both housekeeping and serviceability. Check fixtures, supplies, drainage, odors, leaks, accessibility, and cleaning evidence...

16

Verify sanitary bins, waste containers, changing areas, showers, locker or wash areas, and associated spaces are cleaned and serviced at the required frequency where provided.

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Washroom cleanliness depends on both housekeeping and serviceability. Check fixtures, supplies, drainage, odors, leaks, accessibility, and cleaning evidence...

17

Confirm cleaning records or service checks show washrooms are maintained on schedule and repeated deficiencies are escalated to facilities or the service contractor.

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Washroom cleanliness depends on both housekeeping and serviceability. Check fixtures, supplies, drainage, odors, leaks, accessibility, and cleaning evidence...

18

Escalate unavailable, overflowing, sewage-affected, severely unsanitary, or otherwise unusable sanitary facilities according to the site's operational process.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Washroom cleanliness depends on both housekeeping and serviceability. Check fixtures, supplies, drainage, odors, leaks, accessibility, and cleaning evidence...

4. Lobbies, offices, meeting rooms, shared amenities, high-touch surfaces, and presentation quality

19

Inspect lobbies, reception areas, offices, meeting rooms, lounges, waiting areas, break spaces, and shared rooms for visible dirt, dust, stains, litter, clutter, or poor presentation.

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Cleanliness in occupant-facing spaces should be assessed consistently, not only by appearance. Include touchpoints, furniture, fixtures, dust, odors, stains, clutter,...

20

Check high-touch surfaces such as handles, push plates, counters, handrails, switches, lift buttons, shared controls, and common equipment against the approved cleaning standard.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Cleanliness in occupant-facing spaces should be assessed consistently, not only by appearance. Include touchpoints, furniture, fixtures, dust, odors, stains, clutter,...

21

Inspect furniture, seating, tables, partitions, shelves, ledges, glazing, fixtures, and decorative elements for dust, stains, fingerprints, damage, or accumulated debris.

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Cleanliness in occupant-facing spaces should be assessed consistently, not only by appearance. Include touchpoints, furniture, fixtures, dust, odors, stains, clutter,...

22

Confirm pantry, kitchenette, beverage, vending, dining, or shared food-support areas are clean, free from uncontrolled waste, and serviced according to the property standard.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Cleanliness in occupant-facing spaces should be assessed consistently, not only by appearance. Include touchpoints, furniture, fixtures, dust, odors, stains, clutter,...

23

Record persistent odors, visible dust accumulation, dirty glazing, neglected corners, stained surfaces, or recurring presentation issues requiring deeper cleaning or maintenance.

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Cleanliness in occupant-facing spaces should be assessed consistently, not only by appearance. Include touchpoints, furniture, fixtures, dust, odors, stains, clutter,...

24

Verify cleaning methods and products do not damage flooring, furniture, electronics, specialty finishes, artwork, glazing, or other occupant-facing assets.

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Cleanliness in occupant-facing spaces should be assessed consistently, not only by appearance. Include touchpoints, furniture, fixtures, dust, odors, stains, clutter,...

5. Waste, recycling, bins, disposal rooms, refuse routes, and odor control

25

Confirm waste and recycling bins are correctly located, labeled where required, fitted with appropriate liners or covers, and not overflowing.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Waste controls should prevent overflow, leakage, odors, pests, blocked access, and cross-contamination. Audit the full route from collection point to final property...

26

Inspect waste rooms, bin stores, compactor areas, recycling zones, refuse routes, and collection points for cleanliness, spills, leakage, odors, pests, or blocked access.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Waste controls should prevent overflow, leakage, odors, pests, blocked access, and cross-contamination. Audit the full route from collection point to final property...

27

Verify waste is removed at the required frequency and loose waste, cardboard, bags, broken materials, or bulky items are not accumulating in corridors or service spaces.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Waste controls should prevent overflow, leakage, odors, pests, blocked access, and cross-contamination. Audit the full route from collection point to final property...

28

Check waste-segregation rules for general waste, recycling, glass, batteries, lamps, maintenance waste, chemicals, or other special waste are followed where applicable.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Waste controls should prevent overflow, leakage, odors, pests, blocked access, and cross-contamination. Audit the full route from collection point to final property...

29

Confirm cleaning of waste containers, floors, walls, drains, compactors, and collection areas is included in the housekeeping or waste-service schedule.

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Waste controls should prevent overflow, leakage, odors, pests, blocked access, and cross-contamination. Audit the full route from collection point to final property...

30

Escalate leaking waste, pest activity, sharp hazards, chemical contamination, blocked fire or service access, or other unsafe refuse conditions immediately.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Waste controls should prevent overflow, leakage, odors, pests, blocked access, and cross-contamination. Audit the full route from collection point to final property...

6. Service rooms, storerooms, janitorial closets, plant spaces, and back-of-house cleanliness

31

Inspect storerooms, janitorial closets, service corridors, maintenance rooms, utility rooms, plant spaces, and back-of-house areas for cleanliness, clutter, debris, and safe access.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Back-of-house areas often reveal weak housekeeping systems before public areas do. Audit floor condition, storage discipline, dust, leaks, waste, access, and...

32

Confirm storage does not block electrical equipment, fire protection, doors, valves, panels, ventilation, access hatches, ladders, or maintenance routes.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Back-of-house areas often reveal weak housekeeping systems before public areas do. Audit floor condition, storage discipline, dust, leaks, waste, access, and...

33

Check shelves, racks, cupboards, cabinets, and storage surfaces for dust, spills, leaks, unstable items, damaged containers, and poor segregation.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Back-of-house areas often reveal weak housekeeping systems before public areas do. Audit floor condition, storage discipline, dust, leaks, waste, access, and...

34

Verify housekeeping supplies, chemicals, paper goods, spare consumables, waste bags, and cleaning equipment are stored securely and protected from contamination or damage.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Back-of-house areas often reveal weak housekeeping systems before public areas do. Audit floor condition, storage discipline, dust, leaks, waste, access, and...

35

Record leaks, condensation, pest evidence, odors, poor lighting, damaged finishes, or maintenance defects discovered in service and back-of-house areas.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Back-of-house areas often reveal weak housekeeping systems before public areas do. Audit floor condition, storage discipline, dust, leaks, waste, access, and...

36

Confirm seldom-used and restricted service spaces are still included in periodic housekeeping inspection rather than being excluded indefinitely.

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Back-of-house areas often reveal weak housekeeping systems before public areas do. Audit floor condition, storage discipline, dust, leaks, waste, access, and...

7. Cleaning chemicals, labels, SDS access, dilution, equipment, PPE, and safe housekeeping practice

37

Confirm cleaning chemicals are stored in approved, correctly labeled containers and are not routinely kept in unmarked bottles, food containers, or unsuitable packaging.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Where hazardous cleaning chemicals are used, follow the site's hazard-communication and chemical-safety requirements. Do not mix products or use unapproved...

38

Verify current product instructions, SDS access, dilution guidance, incompatibility information, required PPE, and emergency information are available where required.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Where hazardous cleaning chemicals are used, follow the site's hazard-communication and chemical-safety requirements. Do not mix products or use unapproved...

39

Check chemical storage for closed containers, secure shelving, spill control, incompatible-material segregation, ventilation needs, and restricted access as applicable.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Where hazardous cleaning chemicals are used, follow the site's hazard-communication and chemical-safety requirements. Do not mix products or use unapproved...

40

Confirm dilution systems and manual mixing methods are used according to approved instructions and staff are not increasing chemical concentration without authorization.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Where hazardous cleaning chemicals are used, follow the site's hazard-communication and chemical-safety requirements. Do not mix products or use unapproved...

41

Inspect vacuums, scrubbers, polishers, mops, buckets, carts, pressure equipment, cords, chargers, and other cleaning tools for clean and serviceable condition.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Where hazardous cleaning chemicals are used, follow the site's hazard-communication and chemical-safety requirements. Do not mix products or use unapproved...

42

Verify damaged electrical cleaning equipment, leaking machines, broken handles, unsafe cords, defective chargers, or other equipment faults are removed from use and reported.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Where hazardous cleaning chemicals are used, follow the site's hazard-communication and chemical-safety requirements. Do not mix products or use unapproved...

8. Moisture, mold-like growth, pests, dust accumulation, odors, and environmental cleanliness

43

Inspect for active leaks, dampness, condensation, water staining, wet materials, mold-like growth, or musty odors in occupied and service areas.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Housekeeping can remove symptoms, but recurring moisture, pests, dust, or odor often needs building maintenance or specialist follow-up. Audit whether repeated...

44

Confirm recurring moisture or water-damage locations are linked to roof, plumbing, HVAC, drainage, or envelope repair rather than only repeated surface cleaning.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Housekeeping can remove symptoms, but recurring moisture, pests, dust, or odor often needs building maintenance or specialist follow-up. Audit whether repeated...

45

Check for pest evidence including droppings, nesting, insects, damaged packaging, entry gaps, standing water, waste sources, or other conditions supporting infestation.

CRITICAL

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Housekeeping can remove symptoms, but recurring moisture, pests, dust, or odor often needs building maintenance or specialist follow-up. Audit whether repeated...

46

Verify pest-service findings and housekeeping observations are shared so food residue, waste, clutter, moisture, or access gaps contributing to pest activity are corrected.

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Housekeeping can remove symptoms, but recurring moisture, pests, dust, or odor often needs building maintenance or specialist follow-up. Audit whether repeated...

47

Inspect vents, ledges, high surfaces, corners, plant-room surfaces, ceiling areas, and low-visibility zones for excessive dust, cobwebs, residue, or long-term cleaning neglect.

CLEAN

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Housekeeping can remove symptoms, but recurring moisture, pests, dust, or odor often needs building maintenance or specialist follow-up. Audit whether repeated...

48

Record recurring odors, dust complaints, mold-like growth, pest activity, or moisture issues that need technical assessment, deep cleaning, or preventive maintenance.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Housekeeping can remove symptoms, but recurring moisture, pests, dust, or odor often needs building maintenance or specialist follow-up. Audit whether repeated...

9. Cleaning schedules, records, deep cleaning, contractor performance, staffing, and service consistency

49

Confirm daily, weekly, periodic, deep-clean, high-level, washroom, waste-area, and specialist cleaning tasks are scheduled according to the property standard.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: A completed cleaning record should match the actual condition observed. Use the audit to expose missed tasks, false closure, staffing gaps, equipment shortages,...

50

Verify completed cleaning records show date, time or shift, zone, task, responsible person or contractor, and any exception or defect requiring follow-up.

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: A completed cleaning record should match the actual condition observed. Use the audit to expose missed tasks, false closure, staffing gaps, equipment shortages,...

51

Compare signed or digitally completed cleaning records with the actual condition observed to identify missed, late, incomplete, or incorrectly closed tasks.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: A completed cleaning record should match the actual condition observed. Use the audit to expose missed tasks, false closure, staffing gaps, equipment shortages,...

52

Review staffing, shift coverage, relief arrangements, equipment availability, consumable shortages, access limitations, or contractor issues that repeatedly prevent cleaning standards from being met.

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: A completed cleaning record should match the actual condition observed. Use the audit to expose missed tasks, false closure, staffing gaps, equipment shortages,...

53

Confirm contracted housekeeping service levels, quality criteria, response times, recurring failures, and corrective-action expectations are monitored where applicable.

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: A completed cleaning record should match the actual condition observed. Use the audit to expose missed tasks, false closure, staffing gaps, equipment shortages,...

54

Trend repeat cleanliness failures by zone, shift, task, contractor, washroom, waste area, complaint type, or recurring maintenance dependency.

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: A completed cleaning record should match the actual condition observed. Use the audit to expose missed tasks, false closure, staffing gaps, equipment shortages,...

10. Audit scoring, corrective actions, repair escalation, verification, trends, and management sign-off

55

Classify each finding by cleanliness, sanitation, slip-trip risk, waste, storage, chemical control, pest, moisture, service quality, facilities defect, or other approved category.

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Close findings with evidence. Cleaning failures need service correction; leaks, damaged floors, broken fixtures, ventilation problems, and similar defects need...

56

Prioritize findings using safety risk, sanitation impact, occupant impact, recurrence, service-level importance, and whether immediate cleaning or access control is required.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Close findings with evidence. Cleaning failures need service correction; leaks, damaged floors, broken fixtures, ventilation problems, and similar defects need...

57

Assign cleaning corrections, deep-clean tasks, contractor actions, facilities work orders, pest-control follow-up, chemical or equipment actions, and due dates to named owners.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Close findings with evidence. Cleaning failures need service correction; leaks, damaged floors, broken fixtures, ventilation problems, and similar defects need...

58

Verify corrective work through reinspection, updated records, live photos, completed work orders, contractor evidence, or other objective proof before significant findings are closed.

CRITICAL

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Close findings with evidence. Cleaning failures need service correction; leaks, damaged floors, broken fixtures, ventilation problems, and similar defects need...

59

Review recurring housekeeping findings, complaints, slip or trip issues, washroom failures, waste problems, pest conditions, and maintenance dependencies for preventive improvement.

CLEAN

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Close findings with evidence. Cleaning failures need service correction; leaks, damaged floors, broken fixtures, ventilation problems, and similar defects need...

60

Record final audit score or status, critical open risks, overdue actions, facility defects, contractor issues, next audit date, auditor, housekeeping owner, facilities owner, and management approval.

CRITICAL

CLEAN

FINAL STATUS | Enter

HOUSEKEEPING OWNER | Enter

FACILITIES APPROVAL | Enter

Execution tip: Close findings with evidence. Cleaning failures need service correction; leaks, damaged floors, broken fixtures, ventilation problems, and similar defects need...