

FREE FACILITIES & PROPERTY HOUSEKEEPING TEMPLATE

Housekeeping Audit Checklist

Use this 60-point audit checklist to verify cleaning quality, sanitation, walking surfaces, washrooms, waste, service rooms, janitorial controls, moisture and pests, contractor performance, facility defects, corrective action, and final sign-off.

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 and 1910.141 provide relevant housekeeping and sanitation requirements.

1. Audit scope, housekeeping standards, schedules, ownership, and previous findings

- 1
- Confirm the property, building, floor, zone, audit date, operating status, and housekeeping audit scope are clearly identified.
- CRITICAL
- HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Define what good housekeeping means for each property zone before scoring. Public areas, washrooms, service rooms, plant spaces, and back-of-house areas...

- 2
- Verify current housekeeping standards, cleaning schedules, task frequencies, zone maps, contractor scopes, service levels, and escalation rules are available where applicable.
- CRITICAL
- HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Define what good housekeeping means for each property zone before scoring. Public areas, washrooms, service rooms, plant spaces, and back-of-house areas...

- 3
- Confirm responsibility is defined for common areas, washrooms, offices, service rooms, plant rooms, external access areas, tenant spaces, and shared property zones.
- HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Define what good housekeeping means for each property zone before scoring. Public areas, washrooms, service rooms, plant spaces, and back-of-house areas...

- 4
- Review previous housekeeping findings, complaints, slip or trip incidents, pest reports, recurring odors, waste issues, washroom defects, and overdue cleaning actions before sampling.
- HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Define what good housekeeping means for each property zone before scoring. Public areas, washrooms, service rooms, plant spaces, and back-of-house areas...

- 5
- Confirm the audit samples different times, shifts, floors, high-traffic areas, low-visibility back-of-house zones, and higher-risk cleaning locations.
- CRITICAL
- HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Define what good housekeeping means for each property zone before scoring. Public areas, washrooms, service rooms, plant spaces, and back-of-house areas...

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

FINAL STATUS | Enter

HOUSEKEEPING OWNER | Enter

FACILITIES APPROVAL | Enter

Execution tip: Define what good housekeeping means for each property zone before scoring. Public areas, washrooms, service rooms, plant spaces, and back-of-house areas...

2. Floors, walkways, entrances, corridors, stairs, and slip-trip housekeeping control

7 Inspect entrances, lobbies, corridors, passageways, stairs, landings, common routes, and routine walking surfaces for dirt, debris, spills, loose materials, or obstructions. **CRITICAL** HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

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

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

Compliant

Needs service

Critical

LIVE PHOTO | Add

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

9 Check mats, runners, carpet edges, floor transitions, cable covers, thresholds, and temporary floor protection for secure placement and trip resistance. **CRITICAL** HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

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

10 Verify cleaning tools, carts, buckets, waste bags, cords, hoses, machines, and supplies are not left across walkways, stairs, doorways, or emergency routes during or after cleaning. **CRITICAL** HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

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

11 Confirm damaged floor finishes, cracked tiles, loose surfaces, holes, protrusions, or other defects discovered during housekeeping are reported for facilities repair rather than treated only as cleaning issues. **CRITICAL** HOUSEKEEP

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

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

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

3. Washrooms, toilets, handwashing areas, showers, and sanitary facility condition

13

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

CRITICAL

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Sanitary facilities require both cleanliness and serviceability. Check supplies, odors, leaks, drainage, fixtures, privacy, and accessibility alongside the visible...

14

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

CRITICAL

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Sanitary facilities require both cleanliness and serviceability. Check supplies, odors, leaks, drainage, fixtures, privacy, and accessibility alongside the visible...

15

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

CRITICAL

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Sanitary facilities require both cleanliness and serviceability. Check supplies, odors, leaks, drainage, fixtures, privacy, and accessibility alongside the visible...

16

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

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Sanitary facilities require both cleanliness and serviceability. Check supplies, odors, leaks, drainage, fixtures, privacy, and accessibility alongside the visible...

17

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

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Sanitary facilities require both cleanliness and serviceability. Check supplies, odors, leaks, drainage, fixtures, privacy, and accessibility alongside the visible...

18

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

CRITICAL

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Sanitary facilities require both cleanliness and serviceability. Check supplies, odors, leaks, drainage, fixtures, privacy, and accessibility alongside the visible...

4. Lobbies, offices, meeting rooms, common areas, amenities, and occupant-facing cleanliness

19

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

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Occupant-facing housekeeping should be assessed consistently rather than only by appearance. Include touchpoints, furniture, fixtures, dust, odors, clutter,...

20

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

CRITICAL

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Occupant-facing housekeeping should be assessed consistently rather than only by appearance. Include touchpoints, furniture, fixtures, dust, odors, clutter,...

21

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

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Occupant-facing housekeeping should be assessed consistently rather than only by appearance. Include touchpoints, furniture, fixtures, dust, odors, clutter,...

22

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

CRITICAL

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Occupant-facing housekeeping should be assessed consistently rather than only by appearance. Include touchpoints, furniture, fixtures, dust, odors, clutter,...

23

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

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Occupant-facing housekeeping should be assessed consistently rather than only by appearance. Include touchpoints, furniture, fixtures, dust, odors, clutter,...

24

Verify cleaning does not damage property finishes, electronics, furniture, flooring, artwork, specialty surfaces, or other occupant-facing assets.

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Occupant-facing housekeeping should be assessed consistently rather than only by appearance. Include touchpoints, furniture, fixtures, dust, odors, clutter,...

5. Waste, recycling, bins, disposal rooms, loading areas, and refuse control

25

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

CRITICAL

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

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

26

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

CRITICAL

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

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

27

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

CRITICAL

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

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

28

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

CRITICAL

HOUSEKEEP

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

29

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

HOUSEKEEP

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

30

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

CRITICAL

HOUSEKEEP

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

6. Storerooms, service rooms, plant rooms, janitorial closets, and back-of-house condition

31

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

CRITICAL

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

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

32

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

CRITICAL

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

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

33

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

CRITICAL

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

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

34

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

CRITICAL

HOUSEKEEP

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

35

Record water leaks, condensation, pest evidence, odors, damaged finishes, poor lighting, unsafe access, or maintenance defects discovered in service spaces.

CRITICAL

HOUSEKEEP

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

36

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

HOUSEKEEP

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

7. Cleaning chemicals, janitorial equipment, dilution, labeling, storage, and safe use

37

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

CRITICAL

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Housekeeping chemicals and equipment should be controlled through the site's approved chemical-safety and operating procedures. Avoid mixing products or...

38

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

CRITICAL

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Housekeeping chemicals and equipment should be controlled through the site's approved chemical-safety and operating procedures. Avoid mixing products or...

39

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

CRITICAL

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Housekeeping chemicals and equipment should be controlled through the site's approved chemical-safety and operating procedures. Avoid mixing products or...

40

Confirm automated or manual dilution systems are functioning correctly and staff are not routinely increasing concentration beyond approved instructions to compensate for poor results.

CRITICAL

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Housekeeping chemicals and equipment should be controlled through the site's approved chemical-safety and operating procedures. Avoid mixing products or...

41

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

CRITICAL

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Housekeeping chemicals and equipment should be controlled through the site's approved chemical-safety and operating procedures. Avoid mixing products or...

42

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

CRITICAL

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Housekeeping chemicals and equipment should be controlled through the site's approved chemical-safety and operating procedures. Avoid mixing products or...

8. Moisture, mold-like growth, pests, odors, dust, and recurring environmental indicators

43

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

CRITICAL

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Housekeeping can remove symptoms, but recurring moisture, pests, dust, or odor usually needs a building-source or maintenance response. Audit whether...

44

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

CRITICAL

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Housekeeping can remove symptoms, but recurring moisture, pests, dust, or odor usually needs a building-source or maintenance response. Audit whether...

45

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

CRITICAL

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Housekeeping can remove symptoms, but recurring moisture, pests, dust, or odor usually needs a building-source or maintenance response. Audit whether...

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.

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Housekeeping can remove symptoms, but recurring moisture, pests, dust, or odor usually needs a building-source or maintenance response. Audit whether...

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.

HOUSEKEEP

Compliant

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Housekeeping can remove symptoms, but recurring moisture, pests, dust, or odor usually needs a building-source or maintenance response. Audit whether...

48

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

CRITICAL

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Housekeeping can remove symptoms, but recurring moisture, pests, dust, or odor usually needs a building-source or maintenance response. Audit whether...

9. Cleaning schedules, inspection records, contractor performance, staffing, and service quality

49

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

CRITICAL

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Audit whether the housekeeping system produces consistent results across shifts and zones. A completed checklist is useful only when it matches the actual...

50

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

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Audit whether the housekeeping system produces consistent results across shifts and zones. A completed checklist is useful only when it matches the actual...

51

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

CRITICAL

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Audit whether the housekeeping system produces consistent results across shifts and zones. A completed checklist is useful only when it matches the actual...

52

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

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Audit whether the housekeeping system produces consistent results across shifts and zones. A completed checklist is useful only when it matches the actual...

53

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

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Audit whether the housekeeping system produces consistent results across shifts and zones. A completed checklist is useful only when it matches the actual...

54

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

HOUSEKEEP

Audit item	Finding / status	Owner	Evidence	Action
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Execution tip: Audit whether the housekeeping system produces consistent results across shifts and zones. A completed checklist is useful only when it matches the actual...

10. Audit scoring, corrective actions, work orders, verification, trends, and management sign-off

55

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

HOUSEKEEP

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

56

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

CRITICAL

HOUSEKEEP

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

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

HOUSEKEEP

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

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

HOUSEKEEP

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

59

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

HOUSEKEEP

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

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

HOUSEKEEP

FINAL STATUS | Enter

HOUSEKEEPING OWNER | Enter

FACILITIES APPROVAL | Enter

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