

Facility _____ Date _____ Completed by _____

Phase 1: Rough clean

- Remove all debris, trash and leftover materials, inside and out
- Sweep and vacuum bulk dirt, including corners and tight spots
- Clear egress routes, walkways and entrances for safety

Phase 2: Detailing

- Dust and wipe ceilings, walls, fixtures, baseboards and ledges
- Clean HVAC grilles, ducts and vents to stop dust recirculation
- Wash interior windows and glass partitions
- Mop and deep-clean hard floors; vacuum carpets; sanitize surfaces

Phase 3: Final clean

- Polish fixtures, door handles and rails
- Deep clean cabinets, drawers and insides of cupboards
- Check for and remove leftover paint, adhesive or residue
- Disinfect bathrooms and kitchens (sinks, toilets, counters, high-touch)
- Final walk-through against the QC checklist with supervisor sign-off

Exterior

- Sweep and power-wash entrances, walkways and driveways
- Clean exterior light fixtures
- Wash exterior windows with proper equipment and safety
- Remove construction debris from lawns and gardens
- Pressure-wash parking; clear gutters and drainage
- Separate recyclable, hazardous and general waste

Final inspection

- Supervisor reviews the checklist for every room and outdoor area
- Log cleaning milestones (digital records aid compliance)
- Address project-manager feedback and make final corrections