



General Cleaning Checklist

conducted for

City Kenzie Homes Hotel

Date and Time of Inspection

16 Aug 2018 04:38 PM

Inspected by

John Campdei

Location

39-41 high streets peterport, Moffat GY1 2JT, UK

Completed on





17 Aug 2018 10:07 AM

Score

20/26.0 - 76.92%

Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Are all employees wearing a name tag?	No	Not all employees wear their name tag
Is the ceiling free from cobwebs?	No	I saw visible cobwebs at the ceiling
 <p>Appendix 1</p>		
Is the waste receptacle clean and sanitized?	No	I saw trash overflowing in a bin located at the back door
 <p>Appendix 2</p>		
Is the entrance carpet clean and vacuumed?	No	Carpet has visible coffee stain located near the reception area
 <p>Appendix 3</p>		
Is the floor area clean?	No	There is used toilet paper on the floor
 <p>Appendix 4</p>		

Actions

#1. Scrub the carpet to remove the stain

Assignee: jim@ckhh.com

Priority: HIGH



Due Date: 17 Aug 2018 10:00 PM

Audit: City Kenzie Homes Hotel / 16 Aug 2018 / John Campdei

Linked to item: Is the entrance carpet clean and vacuumed?

Status: To Do

Audit - 20/26 76.92%

Question	Response	Details
Employees		Score (3/4) 75.00%
Are all employees wearing a name tag?	No	Not all employees wear their name tag
Are all cleaners fully dressed in proper uniforms?	Yes	
Are all cleaners trained on proper chemical handling, storage, and disposal?	Yes	
Are all cleaners wear appropriate PPE when handling chemical?	Yes	
General Inspection of Site		Score (5/7) 71.43%
Is the floor area clean?	Yes	
Are all frames and wall fittings free from dust?	Yes	
Is the ceiling free from cobwebs?	No	I saw visible cobwebs at the ceiling
		
<p>Appendix 1</p>		
<p>REFERENCE: The ceiling is free from cobwebs [This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]</p>		
		

Question	Response	Details
Are all accessible facing windows clean?	Yes	
Are all equipment clean?	Yes	
Is the room clean and presentable?	Yes	
Is the safety file in place and in order?	N/A	
Is the waste receptacle clean and sanitized?	No	I saw trash overflowing in a bin located at the back door



Appendix 2

Front Reception Area

Score (3/4) 75.00%

Is the seating area clean and presentable?	Yes	
Are all areas free from dust and obstruction?	Yes	
Is the entrance carpet clean and vacuumed?	No	Carpet has visible coffee stain located near the reception area





Appendix 3

Are all accessible windows clean and clear?	Yes	
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Smoking Area

Score (2/2) 100.00%

Are all waste bins clean and sanitized?	Yes	
Are all chairs and tables are in good working condition?	Yes	
Is the garden in the smoking area maintained properly?	N/A	

Question		Response	Details
Public restrooms		Score (5/6) 83.33%	
Is the floor area clean?		No	There is used toilet paper on the floor
 <p>Appendix 4</p>			
Are toilets and urinals clean and sanitized?		Yes	
Are all basins wiped?		Yes	
Are all waste bins emptied?		Yes	
Are all walls clean and sanitized?		Yes	
Are all doors clean and sanitized?		Yes	
Completion		Score (2/3) 66.67%	
Recommendations		<ul style="list-style-type: none"> - Make sure that all employees wear their appropriate uniforms with a name tag - Before leaving the area make sure it is clean and sanitized 	
Overall rating		Good	
Inspector's Full Name and Signature	John Campdei	17 Aug 2018 10:05 AM	

Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4