



# General Cleaning Checklist Template

City Kenzie Homes Hotel / 21 Feb 2023 / John Campdei

Complete

Score	<b>76.92%</b>	Flagged items	<b>5</b>	Actions	<b>1</b>
-------	---------------	---------------	----------	---------	----------

## Client / Site

City Kenzie Homes Hotel

## Date and Time of Inspection

21.02.2023 08:00 PST

## Inspected by

John Campdei

## Location

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

## Flagged items & Actions

5 flagged, 1 action

### Flagged items

5 flagged, 1 action

Audit / Employees

**Are all employees wearing their name tag?**

No

Not all employees wear their name tag

Audit / General Inspection of Site

**Is the ceiling free of cobwebs?**

No

I saw visible cobwebs at the ceiling

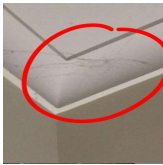


Photo 1

Audit / General Inspection of Site

**Is the waste receptacle clean and sanitized?**

No

I saw trash overflowing in a bin located at the back door



Photo 2

To Do | Assignee SafetyCulture Staff | Priority Low | Due 28.02.2023 08:21 PST | Created by SafetyCulture Staff

Set a specific time where all bins are checked to avoid this from happening again.

Audit / Front Reception Area

**Is the entrance carpet clean and vacuumed?**

No

Carpet has visible coffee stain located near the reception area



Photo 3

Audit / Public restrooms

**Is the floor area clean?**

No

There is used toilet paper on the floor



Photo 4

---

**Other actions**

0 actions

**Audit**

5 flagged, 1 action, 76.92%

**Employees**

1 flagged, 75%

**Are all employees wearing their 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 wearing appropriate PPE when handling chemicals?**

Yes

**General Inspection of Site**

2 flagged, 1 action, 71.43%

**Is the floor area clean?**

Yes

**Are all frames and wall fittings free of dust?**

Yes

**Is the ceiling free of cobwebs?**

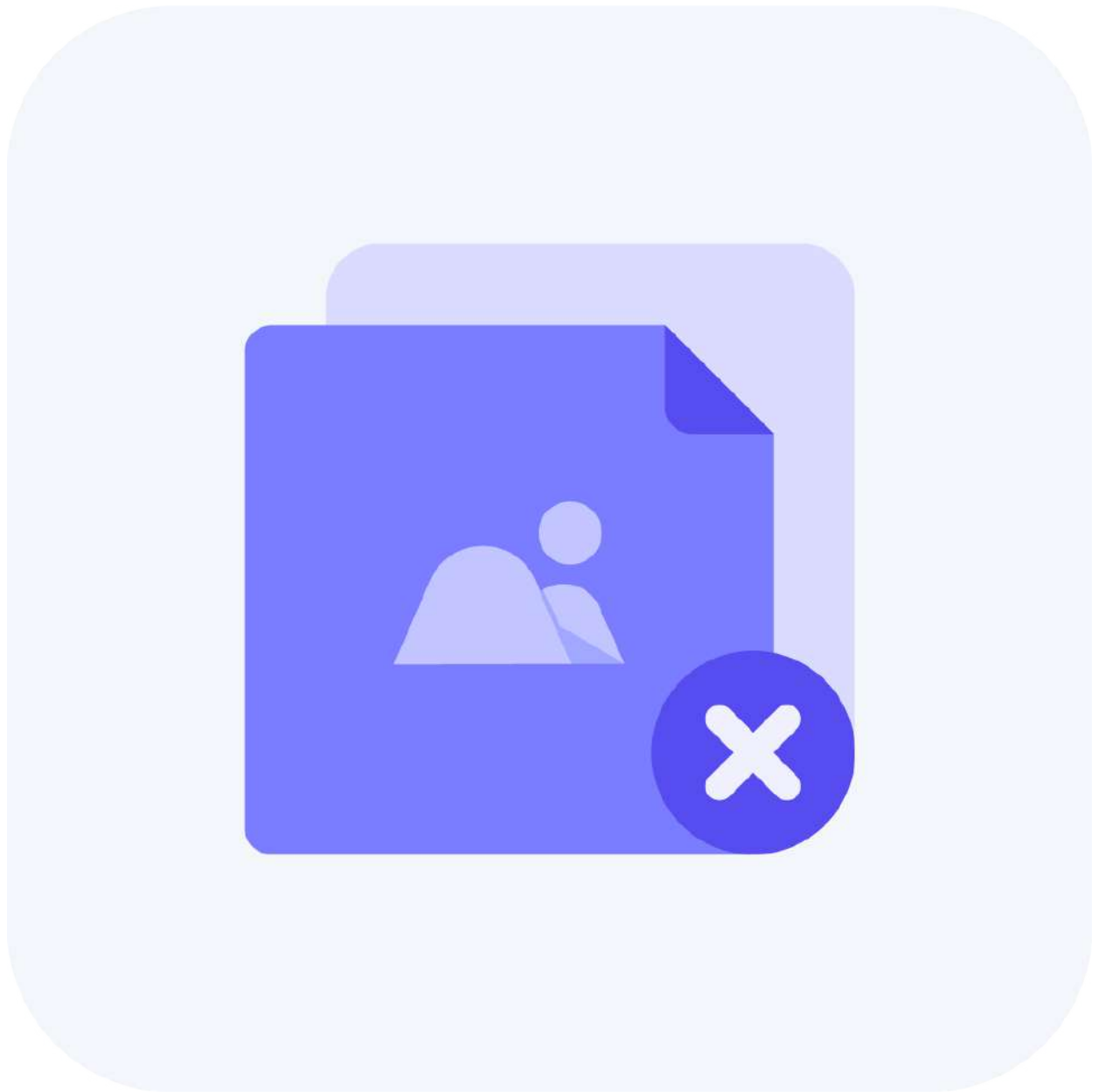
No

I saw visible cobwebs at the ceiling



Photo 1

REFERENCE: The ceiling is free of cobwebs  
[This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]



<b>Are all accessible facing windows clean?</b>	Yes
<b>Are all equipment clean?</b>	Yes
<b>Is the room clean and presentable?</b>	Yes
<b>Is the safety file in place and in order?</b>	N/A
<b>Is the waste receptacle clean and sanitized?</b>	No

I saw trash overflowing in a bin located at the back door



Photo 2

To Do | Assignee SafetyCulture Staff | Priority Low | Due 28.02.2023 08:21 PST | Created by SafetyCulture Staff

Set a specific time where all bins are checked to avoid this from happening again.

## Front Reception Area

1 flagged, 75%

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



Photo 3

Are all accessible windows clean and clear?

Yes

## Smoking Area

100%

Are all waste bins clean and sanitized?

Yes

Are all chairs and tables in good working condition?

Yes

Is the garden in the smoking area maintained properly?

N/A

## Public restrooms

1 flagged, 83.33%

Is the floor area clean?

No

There is used toilet paper on the floor



Photo 4

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

66.67%

### Recommendations

- 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  
21.02.2023 08:20 PST

Appendix



Photo 1



Photo 2



Photo 3



Photo 4