

Cleaning Quality Inspection Checklist

Practical cleaning business template • Customize fields before use

Brand customization: This TidyOps-branded example shows a finished presentation. Replace the logo, colors, company details, and placeholders with your own brand before use.

[YOUR COMPANY NAME]

[Phone Number]

[Email Address]

[Website]

INSPECTION DETAILS

Client / Customer:

Property / Facility:

Service Address:

Inspection Date:

Inspector:

Cleaner / Team:

Job / Service Type:

- ☐ Standard Cleaning
- ☐ Deep Cleaning
- ☐ Move-Out Cleaning
- ☐ Vacation Rental Turnover
- ☐ Office Cleaning
- ☐ Janitorial Service
- ☐ Commercial Cleaning
- ☐ Post-Construction
- ☐ Other:

Inspection Type:

- ☐ Routine
- ☐ Random
- ☐ New Cleaner
- ☐ Customer Complaint Follow-Up
- ☐ Reclean Verification
- ☐ Final Inspection

☐ Other:

SCORING METHOD

Use the following rating scale:

3 = Meets Standard

2 = Minor Issue

1 = Needs Correction

0 = Unacceptable

N/A = Not Applicable

KITCHEN / BREAK AREA

Inspection Item	Score	Notes
Countertops clean		
Sink and faucet clean		
Stovetop clean		
Appliance exteriors clean		
Microwave clean if included		
Cabinet fronts clean		
Trash removed		
Floor vacuumed / swept		
Floor mopped		
No visible residue / streaking		

Section Score: /

BATHROOMS

Inspection Item	Score	Notes
Toilet clean and disinfected		
Sink and faucet clean		
Countertop clean		
Mirror streak-free		
Shower / tub clean		
Fixtures clean		

Trash removed**Supplies restocked if required****Floor clean****No visible hair / debris**

Section Score: /

BEDROOMS / PRIVATE ROOMS

Inspection Item**Score****Notes****Surfaces dusted****Furniture dusted****Mirrors clean****Bed made if included****Trash removed****Carpet vacuumed****Hard floors cleaned****Corners / edges complete**

Section Score: /

LIVING / COMMON AREAS

Inspection Item**Score****Notes****Surfaces dusted****Tables clean****Mirrors / glass clean****Furniture straightened****Trash removed****Carpet vacuumed****Rugs vacuumed****Hard floors cleaned**

Section Score: /

DETAIL WORK

Inspection Item**Score****Notes****Baseboards acceptable****Doors / frames acceptable**

Door handles clean

Light switches clean

Window sills clean

Cobwebs removed

**Ceiling fans / fixtures
complete if included**

**High-touch surfaces
complete**

Section Score: /

FLOORS

Inspection Item	Score	Notes
Carpet vacuumed evenly		
Edges / corners complete		
Hard floors free of debris		
Hard floors mopped evenly		
No visible streaks		
No obvious missed areas		
Floor edges acceptable		

Section Score: /

TRASH & SUPPLIES

Inspection Item	Score	Notes
Trash removed		
Liners replaced		
Recycling handled correctly		
Supplies restocked if included		
Cleaning supplies removed / stored		

Section Score: /

CUSTOMER / CLIENT-SPECIFIC REQUIREMENTS

Requirement	Score	Notes

QUALITY ISSUES OBSERVED

- ☐ None
- ☐ Missed Task
- ☐ Incomplete Task
- ☐ Visible Dust
- ☐ Streaking
- ☐ Hair / Debris
- ☐ Floor Issue
- ☐ Restroom Issue
- ☐ Trash Not Removed
- ☐ Supply Restocking Issue
- ☐ Customer Instruction Missed
- ☐ Damage Concern
- ☐ Security / Access Concern
- ☐ Other:

Issue Details

SEVERITY

Issue Severity:

- ☐ Minor
- ☐ Moderate
- ☐ Major
- ☐ Critical



Customer Impact:

- ☐ None
- ☐ Low
- ☐ Medium
- ☐ High

CORRECTIVE ACTION

- ☐ No Action Required
- ☐ Cleaner Corrected During Visit
- ☐ Reclean Required
- ☐ Supervisor Follow-Up Required
- ☐ Cleaner Coaching Required
- ☐ Process / Checklist Update Required
- ☐ Customer Contact Required
- ☐ Other:

Corrective Action Details

Assigned To:

Due Date:

PHOTO DOCUMENTATION

- ☐ No Photos Needed
- ☐ Before Photos Taken
- ☐ After Photos Taken
- ☐ Defect Photos Taken
- ☐ Corrective Action Photos Taken

Photo Reference:

INSPECTION SCORE SUMMARY

Kitchen / Break Area: %

Bathrooms: %

Bedrooms / Private Rooms: %

Living / Common Areas: %



Detail Work: %

Floors: %

Trash / Supplies: %

Customer-Specific Requirements: %

OVERALL QUALITY SCORE

Overall Score: %

Rating:

- ☐ Excellent
- ☐ Meets Standard
- ☐ Needs Improvement
- ☐ Unacceptable

PASS / FAIL

Inspection Result:

- ☐ Passed
- ☐ Passed With Minor Issues
- ☐ Corrective Action Required
- ☐ Reclean Required
- ☐ Failed

CLEANER FEEDBACK

Positive Feedback:

Improvement Needed:

Training / Coaching Topic:

CLIENT FOLLOW-UP

- ☐ Not Required
- ☐ Client Notified
- ☐ Client Follow-Up Scheduled
- ☐ Complaint Resolved



☐ Service Recovery Required

Client Notes

FINAL REVIEW

Inspector Name:

Signature / Initials:

Date:

Cleaner / Team Lead Acknowledgment:

Date:

QUALITY STANDARD NOTE

A quality inspection should measure performance against the cleaning company's defined service standard and the customer's agreed scope.

Inspection scores should not penalize cleaners for tasks that were not included in the job.

Use consistent scoring criteria across cleaners and accounts to make quality data meaningful over time.

TEMPLATE CUSTOMIZATION NOTICE

Customize this inspection checklist for your service types, cleaning standards, client requirements, and quality-control process.

The scoring scale is an example and can be adjusted to match your company's standards.

Template Version: 1.0

Updated: September 2026

Template ID: TPL-QA-001

Provided by TidyOps