

THE 57-POINT CLEANING AUDIT

Every JPSK account, every visit, is checked against the same 57 checkpoints. The crew leader completes this audit before leaving the facility each night; the Operations Manager scores an unannounced formal audit weekly; the account file is reviewed monthly. A score below threshold triggers corrective action the same night — not next week.

Client / facility		Date	
Site address		Time in / out	
Crew leader (print)		Crew members	
Weekly auditor		Audit type — nightly crew [] weekly supervisor [] monthly manager []	

SCORING

SCORE (OF 57)	RATING	ACTION
55 – 57	GREEN – Standard met	Log submitted, signed off, crew proceeds to the next account.
50 – 54	YELLOW – Correct within 24 hours	The crew returns to fix the failed points at the next visit, or the same night if the area is client-facing. A supervisor re-checks the failed points within 24 hours and countersigns.
0 – 49	RED – Failed audit	The crew leader phones the Operations Manager from site before leaving. A corrective-action plan is opened, failed zones are re-audited by the Operations Manager within 48 hours, and the client is notified if their space was affected.

GROUND RULES FOR EVERY CREW

- Audit as you clean, zone by zone — do not walk the building twice. Complete each zone, score it, then move on.
- Photo-verify any failed point with a time-stamped photo in the digital log before fixing it. Two photos for RED scores.
- A checkpoint passes only if it would survive the client’s own walk-through with a white glove and a phone flashlight. “Mostly done” is a fail.
- Never fake a pass. A falsified audit is a termination offence — a missed checkpoint is fixable, a lie is not.
- Client property is untouchable except to clean around it. Anything moved goes back exactly as found; anything broken is reported the same night.
- Colour code is law: red microfiber = restrooms only · yellow = sinks and wash stations · green = kitchen and break room · blue = general areas. Cross-zone cloth reuse is an automatic yellow rating.

THE 57 CHECKPOINTS

ZONE A – RESTROOMS (1-10)				
#	CHECKPOINT	STANDARD / PASS CRITERIA	P	F
1	Toilets & urinals disinfected inside, outside, hinges & base	zero stains or scale		
2	Sinks, faucets & countertops disinfected, polished, dry			
3	Mirrors & chrome streak-free			
4	Restroom floors mopped with disinfectant, dry, no odor			
5	Grout lines, fixture edges & behind-toilet zones free of buildup			
6	Trash removed, can exterior wiped, new liner fitted			
7	Toilet paper, paper towels, soap & seat covers restocked to par level			
8	All dispensers wiped, full and functioning	no jams		
9	Odor control confirmed	no urine or sour smell; urinal screens in place		
10	Stalls, partitions, walls & door hardware spot-cleaned and disinfected			

ZONE B – BREAK ROOM / KITCHEN (11–18)				
#	CHECKPOINT	STANDARD / PASS CRITERIA	P	F
11	Countertops & tables disinfected, crumbs removed			
12	Sink degreased, draining clear, no standing water or odor			
13	Microwave inside & out; fridge, coffee maker & appliance exteriors wiped			
14	Refrigerator handle/sides sanitized; expired-food note logged for client			
15	Cabinet fronts, pulls & switches spot-cleaned			
16	Floors swept then mopped	zero sticky or greasy spots		
17	Trash & recycling emptied per client sort policy, new liners fitted			
18	Dish area dry and clear	no dishes left unless client policy says otherwise		

ZONE C – OFFICES & WORKSTATIONS (19–28)				
#	CHECKPOINT	STANDARD / PASS CRITERIA	P	F
19	Desks dusted with the clear-of-papers method	papers and items never moved		
20	Phones, keyboards & high-touch items disinfected	only where client-authorized		
21	Chairs, arms & task-light surfaces dusted			
22	Credenzas, shelves & ledges dusted edge-to-edge			
23	Window sills & accessible blinds spot-dusted			
24	Baseboards & corners spot-cleaned, no dust lines			
25	Doors, frames & handles disinfected on both sides			
26	Interior glass & partitions spot-free			
27	Cobwebs removed up to 6 feet throughout			
28	Client property respected	nothing rearranged, shifted or missing		

ZONE D – LOBBY, ENTRY & COMMON AREAS (29–36)				
#	CHECKPOINT	STANDARD / PASS CRITERIA	P	F
29	Entry glass doors spot- and streak-free, handles polished			
30	Entry mats vacuumed, edges lying flat, no trip hazard			
31	Reception counter dusted, sanitized, clutter-free per client layout			
32	Hard floors dust-mopped then damp-mopped, full coverage			
33	Carpets vacuumed with HEPA units	lanes overlapping, edges visibly clean		
34	Furniture dusted and squared to the client's floor plan			
35	Elevator buttons, rails & stair handrails disinfected			
36	Signage & décor dusted; in-scope plants wiped and watered			

ZONE E – FLOORS & WASTE (37–43)				
#	CHECKPOINT	STANDARD / PASS CRITERIA	P	F
37	Every wastebasket facility-wide emptied, liner replaced, none overfull			
38	Waste hauled to the designated dumpster area	no drips or leaks en route		
39	Recycling sorted exactly per client policy			
40	Hard-floor mopping complete	no skipped patches, swirl marks or dirty-water film		
41	Carpet vacuuming complete	corners edged, under-desk areas covered		
42	Visible carpet spots treated and logged			
43	Wet-floor signs used during mopping; every floor bone-dry before the crew exits			

ZONE F – SUPPLIES & EQUIPMENT (44-50)				
#	CHECKPOINT	STANDARD / PASS CRITERIA	P	F
44	Chemicals diluted to label spec; every spray bottle labeled			
45	Color-coded microfiber enforced	no cross-zone cloth reuse		
46	All equipment wiped down and returned to storage; vacuums emptied & filters checked			
47	Consumable stock restocked and usage logged for auto-replenishment			
48	Janitor closet organized, dry, chemical storage compliant, no trip hazards			
49	Equipment faults logged before leaving site	nothing broken put back on the shelf		
50	Chemicals never left unattended in public or client areas			

ZONE G – SECURITY & CLOSE-DOWN (51-57)				
#	CHECKPOINT	STANDARD / PASS CRITERIA	P	F
51	All doors locked/secured exactly per the client close-down sheet			
52	Lights, thermostats & equipment set to client instructions			
53	Alarm armed per instructions; any fault reported to the Operations Manager immediately			
54	JPSK uniform and photo ID badge worn on site at all times			
55	No eating, smoking or personal phone use in client work areas			
56	Any incident, damage or client comment reported to the supervisor the same night			
57	Digital audit log submitted	time-stamped, photo-verified		

Totals Zone A ____/10 · Zone B ____/8 · Zone C ____/10 · Zone D ____/8 · Zone E ____/7 · Zone F ____/7 · Zone G ____/7
FINAL SCORE / 57

CORRECTIVE ACTIONS – REQUIRED FOR ANY F

#	ACTION	OWNER	DUE
1			
2			
3			

SIGN-OFF

ROLE	PRINT NAME	SIGNATURE	DATE / TIME
Crew leader			
Supervisor (weekly audit)			
Operations Manager (RED audits / monthly)			
Client representative (optional)			

Escalation chain: Crew Leader → Operations Manager (cell on every account roster) → Owner. Any RED score, security issue or client complaint is phoned the same night – text and email are follow-up records, not notification. A 24-hour response commitment applies to every documented issue on this form.