

# **Reliable Cleaning Services**

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[www.reliablecleaning.com](http://www.reliablecleaning.com)

## SITE SUPERVISOR EVALUATION FORM

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Conducted by: \_\_\_\_\_

Common Areas (Lobby, Entryway, Hallways, etc.) Rate 1- 10, 1=unsatisfactory 10=outstanding

Glass Entry Doors (frame, glass, scratches, general cleanliness, other.)	1	2	3	4	5	6	7	8	9	10
Hard Surface Flooring (clean, sticky, appearance, needs wax or buffing, tile damage.)	1	2	3	4	5	6	7	8	9	10
Baseboards (dust, scratched, wax buildup, needs adhesive, unsightly)	1	2	3	4	5	6	7	8	9	10
Light Fixtures, Grills and Diffusers (dust, bugs, leakage, bulbs out.)	1	2	3	4	5	6	7	8	9	10
Window Sills, Blinds, Frames and Interior Glass ( dust, water stains, bugs, cobwebs.)	1	2	3	4	5	6	7	8	9	10
Carpeted Areas (vacuumed, stains, baseboards, corners and edges)	1	2	3	4	5	6	7	8	9	10
High Dusting (corners, picture frames, light fixtures)	1	2	3	4	5	6	7	8	9	10
Other Areas Specific to Account (Elevator, Stairwells, etc.)	1	2	3	4	5	6	7	8	9	10

Interior (Offices, Classrooms, Exam Rooms, etc.) Rate 1- 10, 1=unsatisfactory 10=outstanding

Glass Entry Doors (frame, glass, scratches, general cleanliness, other.)	1	2	3	4	5	6	7	8	9	10
Hard Surface Flooring (clean, sticky, appearance, needs wax or buffing, tile damage.)	1	2	3	4	5	6	7	8	9	10
Baseboards (dust, scratched, wax buildup, needs adhesive, unsightly)	1	2	3	4	5	6	7	8	9	10
Light Fixtures, Grills and Diffusers (dust, bugs, leakage, bulbs out.)	1	2	3	4	5	6	7	8	9	10
Window Sills, Blinds, Frames and Interior Glass ( dust, water stains, bugs, cobwebs.)	1	2	3	4	5	6	7	8	9	10
Carpeted Areas (vacuumed, stains, baseboards, corners and edges)	1	2	3	4	5	6	7	8	9	10
High Dusting (corners, picture frames, light fixtures)	1	2	3	4	5	6	7	8	9	10
Trash and Recycling (removed, cans clean, lids, good working order)	1	2	3	4	5	6	7	8	9	10
Switch plates and door hardware (free from fingerprints, smudges, etc.)	1	2	3	4	5	6	7	8	9	10

Desktops (free of dust, water rings, debris, paper shredding or holes, computer tops dust free.)	1	2	3	4	5	6	7	8	9	10
Other Areas Specific to Account (Kitchen, cafeteria, dining, Conference Rooms) Check tables, chairs, sinks, exterior refrigerator, tabletops, etc.	1	2	3	4	5	6	7	8	9	10

Restrooms

Rate 1- 10, 1=unsatisfactory 10=outstanding

Entry Doors (frame, kick plate, hardware, grill, other.)	1	2	3	4	5	6	7	8	9	10
Hard Surface Flooring (clean, appearance, needs attention, tile damage.)	1	2	3	4	5	6	7	8	9	10
Sinks and Mirrors (clean, bright work, stains, clogged, out of order)	1	2	3	4	5	6	7	8	9	10
Light Fixtures, Grills and Diffusers (dust, bugs, leakage, bulbs out.)	1	2	3	4	5	6	7	8	9	10
Partitions-Stalls (clean, dusty, dirty, stained, etc.)	1	2	3	4	5	6	7	8	9	10
Toilets, Urinals ( clean, stained, needs screen, corrosion, debris in, seat broken, etc.)	1	2	3	4	5	6	7	8	9	10
Dispensers and Supplies (clean, restocked, in good order, need replacement.)	1	2	3	4	5	6	7	8	9	10
Other Areas Specific to Account	1	2	3	4	5	6	7	8	9	10

Checklist – filled out and initialed	1	2	3	4	5	6	7	8	9	10
Janitorial Closet – neat and orderly	1	2	3	4	5	6	7	8	9	10

Supervisors Notes (If not covered above):

\_\_\_\_\_  
SUPERVISOR SIGNATURE AND DATE

TOTAL POINTS:  CATEGORIES EVALUATED:  AVE. SCORE:

POOR – UNDER 65    FAIR – 65-75    GOOD – 76-85    V.GOOD – 86-92    EXC. – 93-100