

SUPERVISOR CHECKLIST

Building _____ **Employee Name** _____

Date _____

Dusting – Restrooms

1. Tops of partitions
2. Sides of partitions
3. Hardware on partitions
4. Vents, lights, mirrors
5. Dispensers (toilet paper holders, toilet seat cover containers, soap dispensers)
6. Door jambs

Dusting – Offices

1. Lift up calculators, phones, keyboards (dust underneath)
2. Behind computers, printers, copiers
3. Sides of stacking trays
4. Any horizontal surface on a chair (sides, back, legs)
5. Table legs
6. Sides of desks, file cabinets
7. Tops of computers, printers (not just screens)
8. Hard drives underneath desks
9. Copiers
10. Behind doors
11. Window sills
12. Blinds (also behind & underneath – bugs & cobwebs)
13. Kitchens (tops of refrigerator & vending machines)
14. Pictures, signs, clocks on walls
15. Tops of doorways
16. Light diffusers

Wiping

1. Trash Cans
2. Spots on walls
3. Spots on desks
4. Restroom dispensers (also inside of dispensers)
5. Phones
6. Vending Machines, outsides of microwave, refrigerator, stove
7. Spots on interior glass
8. Chair legs
9. Chair mats (damp mop)
10. Baseboards
11. Door frames
12. Kick plates, push plates (stainless cleaner or brass cleaner)

Please fill this out and fax back to TraylorPro at 225-709-0701

Entry Ways

1. Straighten magazines
2. Sweep & knock down cobwebs
3. Pick up cigarette butts on the ground

Vacuum

1. Under trash cans, desks, tables
2. Behind doors
3. Under mats
4. Detailing – all edges & hard to reach areas

Restrooms

1. Around outside of toilet bowl
2. Around outside & underneath urinal
3. Bottom of toilet by caps (use brush if necessary)
4. Toilet seat caps (use brush if necessary)
5. Behind toilet (on floor & walls)
6. Bright-work on toilet or urinal (flushers should be wiped down daily)
7. Inside toilet under the rim
8. Partitions next to urinals (wipe), wipe wall behind urinals
9. Rings & buildup around faucets & drains
10. If bright work under sink is visible, wipe
11. Wipe partitions as needed
12. Baseboards
13. Supplies full
14. Pour water down floor drains

General Building Comments:
