

## Example Cleaning KPI Audit

Area	Acceptable Standards on Completion of Task	Audit Comments
Furniture, fixtures and fittings e.g., Cabinets, Desks/ Chairs/ Bookcases/ Fire appliances )	Free of dust, marks and finger marks, cobwebs, and debris to surfaces. Where polish is required, a bright, even sheen is achieved	
Doors and door furniture	Door handles and door furniture clean no marks on paintwork, varnish or glass. Clean of scuff marks on kick and finger plates	
Floors – soft surfaces e.g., carpets and rugs (vacuum cleaning)	Free of dust, litter, trapped threads, debris across the whole surface to include edges with skirting boards / behind doors etc.	
Floors – hard surfaces mop clean	No dirt or dust, free of all debris and spillages on all floor area, edges, thresholds, behind doors . Has uniform appearance.	
Glass and glazed surfaces / handrails /ledges/ pictures/mirrors /light switches	Free of finger marks, general stickiness and marks across the whole surface including the edges.	
Vertical surfaces e.g., Blinds	Free of dust, cobwebs, and marks on both sides to normal hand height and free of dust cobwebs and marks above hand height using appropriate extendable equipment.	
Sanitary fittings, basins , taps and fixtures in WCs and associated areas	Free from impacted debris, scale, scum , bodily fats and fluids. Dry and odour free. Drains and overflows clean and free of any obstruction. Undersides and all associated pedestals and pipe work free of dirt, dust and grease. Any non-removable stains fixture damages to be reported in a timely manner.	
Paper towel, toilet roll and soap dispensers	Free of dust, marks and stains. Showing a surface consistent shine. Dispensers working and sufficiently stocked. Any failures reported in a timely manner.	
Radiators	Free of dust, dirt and debris on all sides	
Skirtings/ Walls	Dust and mark free. Non removable marks reported in a timely manner	
Waste bins	Emptying and disposal of waste to the appropriate area. Bin liners replaced . Free of dust, dirt, marks, smears. Always observing recycling protocols.	
H&S, cleaning products and equipment	Correct cleaning products are used , particularly appropriate to surface areas and sanitisation requirements. All equipment is well maintained and PAT Tested. All H&S documentation is present and staff training in date.	