

# Cleaning Audits

Tim Yates - Deputy Director of Estates  
(Facility Services)

# Cleaning Audits - Scoring System

			Scoring	Weight	Target	Mark	Score
Code	<b>Stairs and Lifts</b>	<b>Marking Criteria</b>					
		<b>Floor:</b>				1 - 2	
UL2	Stair inc treads and general surfaces/ledges	Sweep, mop, litter pick, damp cloth, dust	5	2	10	5	10
UL2	Hand rails & ballustrades	Damp cloth, dust	2	1	2	1	1

# Cleaning Audits - Weekly Sheet

Building Name: Attenborough

Date: 20/05/2009

(Pass Mark 80%)

Auditor: Pat Hall

Mr P	Ali
Score	Score

Code	Stairs and Lifts	Marking Criteria Floor:	18	15
UL2	Stair inc treads and general surfaces/ledges	Sweep, mop, litter pick, damp cloth, dust	8	8
UL2	Hand rails & ballustrades	Damp cloth, dust	1	1
UL2	Lift doors & Frames	Damp cloth, dust	2	2
UL2	Lift interiors inc mirrors, door, floor and controls	Glass clean, damp cloth, dust, sweep, mop, litter pick	10	10
			81%	81%
	<b>General Office</b>	<b>Room:</b>	1814	1514
UL2	Floor - <b>SOFT OR</b>	Litter pick, spot vac'd, full vac'd	6	6
UL2	Floor - <b>HARD</b>	Litter pick, sweep, mop, machine clean	0	0
UL2	Desks and chairs	Damp cloth, dust	4	4
UL2	Surfaces - high, low, general and walls	Damp cloth, dust	2	2
UL2	Sill, frames doors, trunking, switches, sockets	Damp cloth, dust	2	1
			100%	93%

# Cleaning Audits - Scoring System

<b>Maximum Possible Score</b>			
<b>Actual Score</b>			
<b>Total Percentage Score</b>		84.4%	80.7%
<b>Building Total</b>	85.5%		

