

# Scoreboard

## For Office Cleaning



Date: \_\_\_\_\_

Housekeeper: \_\_\_\_\_

Company Name: \_\_\_\_\_

### General Office Area

- Clean interior/exterior front door \_\_\_\_\_
- Vacuum all carpeted areas \_\_\_\_\_
- Vacuum & mop floor/hard surfaces \_\_\_\_\_
- Dust/polish furniture \_\_\_\_\_
- Remove cobwebs \_\_\_\_\_
- Dust window sills \_\_\_\_\_
- Dust light fixtures \_\_\_\_\_
- Lightly dust blinds \_\_\_\_\_
- Dust baseboards \_\_\_\_\_
- Vacuum & clean hard surface stairs \_\_\_\_\_
- Empty and re-line trash \_\_\_\_\_
- Wipe down computer monitors \_\_\_\_\_

### Office Kitchen

- Clean all countertops \_\_\_\_\_
- Clean outside of refrigerator \_\_\_\_\_
- Clean outside of dishwasher \_\_\_\_\_
- Wipe off coffee maker & toaster \_\_\_\_\_
- Clean sink and faucets \_\_\_\_\_
- Clean inside/outside of microwave \_\_\_\_\_
- Wipe off outside cabinets \_\_\_\_\_
- Empty and re-line trash \_\_\_\_\_
- Wipe off table and chairs \_\_\_\_\_
- Sweep and mop floor \_\_\_\_\_
- Replace paper towels \_\_\_\_\_

***Help us give you the quality work you deserve!  
Please grade the work done in your office and  
return this scoreboard to us.***

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Bathroom Area

- Clean/disinfect interior/exterior toilet \_\_\_\_\_
- Clean disinfect counter/sink \_\_\_\_\_
- Clean mirrors \_\_\_\_\_
- Sweep/mop/disinfect floors \_\_\_\_\_
- Refill hand soap and paper towels \_\_\_\_\_
- Restock toilet paper \_\_\_\_\_
- Help reorder/buy supplies \_\_\_\_\_
- Empty and re-line trash \_\_\_\_\_

### Entrance Reception Area & Conference Room

- Entrance doors cleaned \_\_\_\_\_
- Receptionist partitions cleaned from finger prints and smudges \_\_\_\_\_
- Clean mirrors / pictures dusted \_\_\_\_\_
- Sweep/mop/disinfect floors \_\_\_\_\_
- Magazines arranged \_\_\_\_\_
- Receptionist desk and furniture dusted \_\_\_\_\_
- Empty and re-line trash \_\_\_\_\_

### Medical Exam Rooms

For Doctors Offices Only

- Exam tables cleaned \_\_\_\_\_
- Supplies Replenished \_\_\_\_\_
- Sweep/mop/disinfect floors \_\_\_\_\_
- Empty and re-line trash \_\_\_\_\_
- Sinks cleaned / chrome Polished \_\_\_\_\_

#### Score Points:

Excellent	8
Good	6
Average	4
Poor	2

Please complete this scoreboard and mail it back to our office.

For your convenience, you can complete the Scoreboard at [www.todaysmaid.com](http://www.todaysmaid.com).

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