

Site quality checklist

Site/reference: _____ Visit/date: _____ Reviewer: _____

Scope/SOP version: _____ Crew: _____ Check time: _____

Choose one status per item: Done / Not in scope / Problem found. Explain Not in scope and Problem found. A blank status is unchecked; open problems need an owner and action. This is a visible-work review, not a test proving disinfection.

Check: Bathrooms: agreed fixture, mirror and floor finish checks

☐ Done ☐ Not in scope ☐ Problem found

Notes / owner / action: _____

Check: Kitchen/kitchenette: agreed surfaces, residue and item placement

☐ Done ☐ Not in scope ☐ Problem found

Notes / owner / action: _____

Check: Office/living areas: accessible surfaces and agreed touchpoints

☐ Done ☐ Not in scope ☐ Problem found

Notes / owner / action: _____

Check: Floors: agreed finish and safe route for occupants

☐ Done ☐ Not in scope ☐ Problem found

Notes / owner / action: _____

Check: Waste/consumables: correct agreed handling and replenishment

☐ Done ☐ Not in scope ☐ Problem found

Notes / owner / action: _____

Check: Tools/products: removed, contained and accounted for

☐ Done ☐ Not in scope ☐ Problem found

Notes / owner / action: _____

Check: Scope exceptions: inaccessible or unfinished areas recorded

☐ Done ☐ Not in scope ☐ Problem found

Notes / owner / action: _____

Check: Departure: occupancy, closure confirmation and key/device custody

☐ Done ☐ Not in scope ☐ Problem found

Notes / owner / action: _____

Unresolved items handed to: _____ Recheck/date: _____

Reviewer sign-off: _____ Closure status: _____