

**DAILY SITE QUALITY ASSURANCE  
SUPERVISOR'S CHECK LIST**

Inspected By: \_\_\_\_\_

Site # \_\_\_\_\_

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

**LOBBY**

- \_\_\_\_\_ Clear Cobwebs
- \_\_\_\_\_ Dust/Clean Baseboards
- \_\_\_\_\_ Clean Drinking Fountain
- \_\_\_\_\_ Clean Phones
- \_\_\_\_\_ Clean Windows & Window Sills
- \_\_\_\_\_ Clean Entrance Doors
- \_\_\_\_\_ Dust Vending Machines
- \_\_\_\_\_ Sweep Under Vending Machines
- \_\_\_\_\_ Sweep/Mop Floors

**RESTROOMS**

- \_\_\_\_\_ Clear Cobwebs
- \_\_\_\_\_ Wipe Walls/Partitions
- \_\_\_\_\_ Clean Mirrors
- \_\_\_\_\_ Fill Dispensers
- \_\_\_\_\_ Clean Sinks
- \_\_\_\_\_ Clean Toilets/Urinals
- \_\_\_\_\_ Polish Fixtures
- \_\_\_\_\_ Sweep/Mop Floors

**GROUNDS**

- \_\_\_\_\_ Pick Up Litter
- \_\_\_\_\_ Empty Trash/Recyclable
- \_\_\_\_\_ Empty Ash Trays
- \_\_\_\_\_ Mow
- \_\_\_\_\_ Sweep Sidewalks