# First 30 days with a new janitorial company

Keep this sheet with your notes and tick each step as your side completes it.

**Building** _____ **Your contact** _____

**Start date** _____ **Notes by** _____

## Before the first visit

- [ ] Walkthrough done, with every room type seen
- [ ] Task list from the walkthrough read and signed off by your side
- [ ] Visit nights and the start and finish window confirmed
- [ ] Supply plan settled: who buys and where stock is kept
- [ ] Desks, rooms or equipment to leave alone listed
- [ ] Technical rooms and their access rules written down

## Keys, badges and alarm

- [ ] Keys, badges or fobs issued and logged by name
- [ ] A separate alarm code issued to the crew
- [ ] Lock-up routine written: doors, lights, alarm
- [ ] Contact for a lockout or alarm trouble after hours named
- [ ] Janitor closet space cleared for the crew's equipment

## Week one

- [ ] Lock-up steps followed in the written order
- [ ] Rooms on a lighter cycle left for their night
- [ ] Supplies loaded to the set reserve
- [ ] Desks and equipment marked off-limits left untouched
- [ ] Crew's equipment put back in the janitor closet
- [ ] One note per morning to your company contact

## Weeks two and three

- [ ] One person on your side collects staff comments
- [ ] Comments go to the company in one message, not many
- [ ] Repeat misses noted with the room and the night
- [ ] Midday problems flagged as a possible day porter need
- [ ] Periodic floor and carpet dates pencilled in

## Day 30 review

- [ ] Rooms that need more visits moved up
- [ ] Rooms that need fewer visits moved down
- [ ] Par levels for paper and soap adjusted
- [ ] Visit window still right for your team's hours
- [ ] Open questions answered or given a date
- [ ] Next review date set

## Notes