

Cleaning schedule and audit report

All records

RECORDS THIS PERIOD
11
5 cleans · 4 audits · 2 issues

OVERDUE TASKS
2
1 due within 2 days

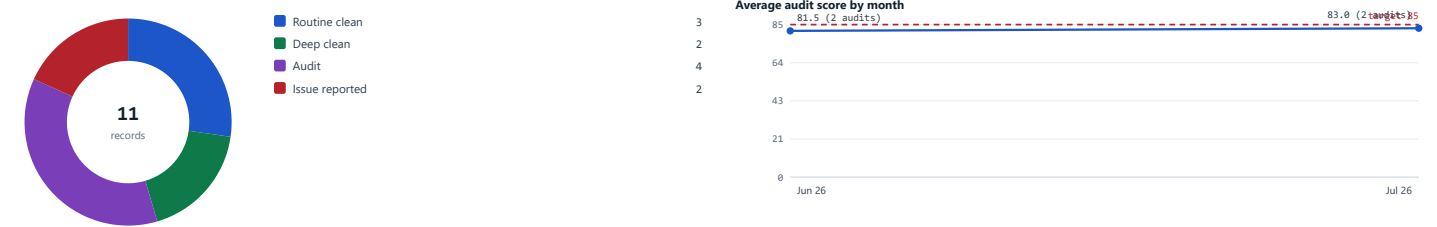
AVERAGE AUDIT SCORE
82.3
across 4 audits · target 85

AREAS BELOW TARGET
1
of 3 areas audited, on the latest audit

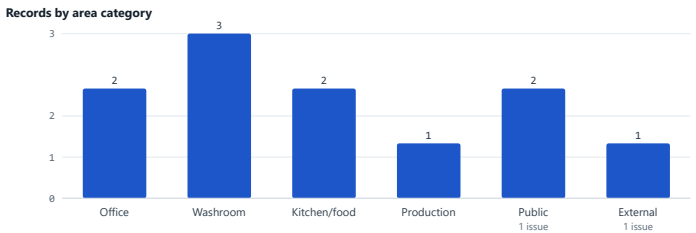
OPEN ISSUES
1
of 2 reported · open until signed off

SIGNED OFF
9 of 11
records carrying a sign-off

11 of 11 record(s) included. All records. Amounts in USD.

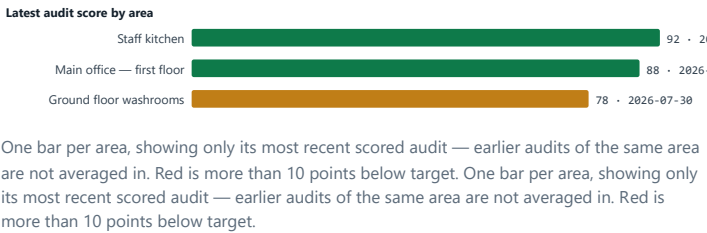


A log that is all cleans and no audits records effort but never checks the standard; all audits and no cleans is a schedule that exists only on paper. A log that is all cleans and no audits records effort but never checks the standard; all audits and no cleans is a schedule that exists only on paper.



Count of all records — cleans, audits and issues — in each area category. High-risk categories such as washrooms and food areas should not be the quiet bars. Count of all records — cleans, audits and issues — in each area category. High-risk categories such as washrooms and food areas should not be the quiet bars.

Each point is the mean of the audit scores recorded that month — cleans and issue reports are never included. A month with one audit is one audit, not a trend. Each point is the mean of the audit scores recorded that month — cleans and issue reports are never included. A month with one audit is one audit, not a trend.



One bar per area, showing only its most recent scored audit — earlier audits of the same area are not averaged in. Red is more than 10 points below target. One bar per area, showing only its most recent scored audit — earlier audits of the same area are not averaged in. Red is more than 10 points below target.

Overdue and upcoming

AREA	TASK	FREQUENCY	NEXT DUE	STATE
Staff kitchen	Audit	Monthly	2026-07-29	Overdue by 11 days
Main office — first floor	Audit	Monthly	2026-08-04	Overdue by 5 days
Ground floor washrooms	Routine clean	Daily	2026-08-10	Due soon — in 1 day
Reception	Issue	As needed	2026-08-12	Scheduled
Main office — first floor	Routine clean	Weekly	2026-08-15	Scheduled
Ground floor washrooms	Audit	Monthly	2026-08-29	Scheduled
Staff kitchen	Deep clean	Quarterly	2026-09-12	Scheduled
Reception	Deep clean	Quarterly	2026-10-24	Scheduled

Per-area summary

AREA	RECORDS	LAST CLEAN	LATEST AUDIT	NEXT DUE
Car park and entrance	1	no clean logged	no audit yet	—
Ground floor washrooms	3	2026-08-07	78 — below target	2026-08-10
Main office — first floor	2	2026-08-08	88 — met target	2026-08-04 — overdue
Production floor — line 2	1	2026-07-19	no audit yet	—
Reception	2	2026-07-26	no audit yet	2026-08-12
Staff kitchen	2	2026-06-14	92 — met target	2026-07-29 — overdue

Cleaning register

DATE	TYPE	AREA	CATEGORY	BY	FREQ.	SCORE	SIGNED OFF	NEXT DUE	DUE STATE	AUDIT RESULT
2026-06-07	Audit	Ground floor washrooms	Washroom	K. Adeyemi — contract supervisor	Monthly	71	Yes	—	—	Below by 14
2026-06-14	Deep clean	Staff kitchen	Kitchen/food	Brightside Cleaning	Quarterly	0	Yes	2026-09-12	In 34 d	—
2026-06-29	Audit	Staff kitchen	Kitchen/food	K. Adeyemi — contract supervisor	Monthly	92	Yes	2026-07-29	Overdue 11 d	Met target
2026-07-05	Audit	Main office — first floor	Office	K. Adeyemi — contract supervisor	Monthly	88	Yes	2026-08-04	Overdue 5 d	Met target
2026-07-12	Issue	Reception	Public	Front desk — reported	As needed	0	No	2026-08-12	In 3 d	—
2026-07-19	Routine	Production floor — line 2	Production	In-house team	Weekly	0	Yes	—	—	—
2026-07-26	Deep clean	Reception	Public	Brightside Cleaning	Quarterly	0	Yes	2026-10-24	In 76 d	—
2026-07-30	Audit	Ground floor washrooms	Washroom	K. Adeyemi — contract supervisor	Monthly	78	Yes	2026-08-29	In 20 d	Below by 7
2026-08-03	Issue	Car park and entrance	External	Facilities — dealt with same day	As needed	0	Yes	—	—	—
2026-08-07	Routine	Ground floor washrooms	Washroom	In-house team	Daily	0	Yes	2026-08-10	In 1 d	—
2026-08-08	Routine	Main office — first floor	Office	In-house team	Weekly	0	No	2026-08-15	In 6 d	—

Notes

Sample log — replace every entry with your own before relying on it or circulating it.

This is an internal record and a calculation aid. It cannot verify that a clean actually happened or was done well — it records what was entered. The audit score is a measure against your own checklist and marking scheme, not an external standard, and averages are only across the audits actually carried out. Hygiene, food-safety and infection-control obligations, and the records they require, differ by country and by industry — establish what applies to your premises and keep records accordingly.