

Zone A | Grounds and Facility Supplies

Inspector: Tyler. Walk exterior, warehouse/office lighting and electrical points, chemical storage and supplies.

Record week of: _____ Date: _____ Start: _____ Finish: _____

P Pass **M** Minor: fix within 7 days **C** Critical: stop/isolate affected activity and escalate now **N** Not inspected / N/A: record reason

ID	ACTION AND PASS STANDARD	RESULT			
A01	Inspect exterior litter and arrange removal. Pass: inspected entrances, walks, parking edges and waste areas contain no loose litter, sharp debris or loose packaging.	☐ P	☐ M	☐ C	☐ N
A02	Verify exterior lighting operation. Pass: fixtures on the agreed route illuminate when scheduled on; no broken cover or hanging component. Record an untested circuit/daylight limitation as N.	☐ P	☐ M	☐ C	☐ N
A03	Inspect interior lighting coverage. Pass: designated office/warehouse route lights operate; no failed fixture leaves the route dark; no loose or damaged fixture is visible.	☐ P	☐ M	☐ C	☐ N
A04	Inspect visible office/warehouse cords and outlets. Pass: no exposed conductor, damaged jacket, scorch mark, broken cover or cord crossing a pedestrian route. Do not open panels or move energized equipment.	☐ P	☐ M	☐ C	☐ N
A05	Verify electrical connections along the route. Pass: no power strip is plugged into another strip; no connection shows heat damage or loose exposed parts. Record device/location for defects.	☐ P	☐ M	☐ C	☐ N
A06	Inspect chemical-storage containers. Pass: containers are closed when not in use, labels are legible, and no leak or damaged container is visible; chemicals are in their designated locations.	☐ P	☐ M	☐ C	☐ N
A07	Verify spill-response supplies. Pass: each designated kit is accessible and contains its posted inventory; used items are replaced. Log a missing inventory or unidentified kit location.	☐ P	☐ M	☐ C	☐ N
A08	Verify restroom and cleaning-supply stock. Pass: usable soap, paper products, liners and approved cleaning supplies meet the agreed reorder minimums; shortages have an order/action reference. Log unset minimums.	☐ P	☐ M	☐ C	☐ N

Capture coverage and observation evidence

Record locations / asset IDs inspected: _____

Record one specific observation/location: _____

Record finding ID(s) or N reason(s): _____

Record actual duration; validate timing during the pilot. Mark one result per row. Escalate C immediately; do not delay hazard controls for landlord approval. Record all M/C/N findings on page 3 or in Quality Hub.

Zone B | Office and Food Areas

Inspector: Tyler. Walk office/common areas, office kitchen, then warehouse break room. Verify cleaning scope.

Record week of: _____ Date: _____ Start: _____ Finish: _____

P Pass **M** Minor: fix within 7 days **C** Critical: stop/isolate affected activity and escalate now **N** Not inspected / N/A: record reason

ID	ACTION AND PASS STANDARD	RESULT			
B01	Inspect office/common-area condition. Pass: no damaged furniture, loose floor finish, leak or accumulated debris affects use; any observed defect is logged with its exact location.	☐ P	☐ M	☐ C	☐ N
B02	Inspect entrances, mats, stairs and handrails in detail. Pass: mats lie flat, stair treads/edges are intact, handrails show no loose/missing section, and no raised flooring creates a trip hazard.	☐ P	☐ M	☐ C	☐ N
B03	Verify Tuesday/Thursday cleaning completion. Pass: both visits have completion evidence or a documented replacement visit, and observed quality matches the confirmed scope. Mark unconfirmed scope N; log missed work.	☐ P	☐ M	☐ C	☐ N
B04	Inspect office-kitchen bins, lids and surrounding surfaces. Pass: no visible food film, sticky residue, pooled liquid or pest activity remains on accessible surfaces; record any corrective cleaning needed.	☐ P	☐ M	☐ C	☐ N
B05	Inspect warehouse break-room bins, lids and surrounding surfaces. Pass: no visible food film, sticky residue, pooled liquid or pest activity remains on accessible surfaces; record corrective cleaning needed.	☐ P	☐ M	☐ C	☐ N
B06	Review office-kitchen refrigerator contents. Pass: no visible spoilage, leaking food or spill remains; food meets the agreed cleanout policy. Record removal/action and an absent policy; full cleaning is monthly.	☐ P	☐ M	☐ C	☐ N
B07	Review warehouse break-room refrigerator contents, if present. Pass: no visible spoilage, leaking food or spill remains; food meets the agreed cleanout policy. Record removal/action; mark absent equipment N.	☐ P	☐ M	☐ C	☐ N
B08	Inspect microwaves and shared appliances in both food areas. Pass: accessible interiors/exterior show no food splatter, residue or spill. Record each location inspected and any corrective cleaning.	☐ P	☐ M	☐ C	☐ N
B09	Inspect recycling containers in both food areas. Pass: no food solids, sticky film, pooled beverage residue or pest activity is visible; record each location and any corrective cleaning.	☐ P	☐ M	☐ C	☐ N

Capture coverage and observation evidence

Record locations / asset IDs inspected: _____

Record one specific observation/location: _____

Record finding ID(s) or N reason(s): _____

Record actual duration; validate timing during the pilot. Mark one result per row. Escalate C immediately; do not delay hazard controls for landlord approval. Record all M/C/N findings on page 3 or in Quality Hub.

Follow-up and Hidden Areas

Complete record review after the walking route. Complete hidden-area checks at the relevant location.

Record week of: _____ Reviewer: Tyler / _____ Date: _____

P Pass **M** Minor: fix within 7 days **C** Critical: stop/isolate affected activity and escalate now **N** Not inspected / N/A: record reason

Weekly coordination and completion review

ID	ACTION AND PASS STANDARD	RESULT			
R01	Review open repairs and daily-check exceptions. Pass: every open issue has a location, owner, next action and due date; missed inspections have a recovery action. Critical issues have immediate control/escalation recorded.	☐	☐	☐	☐
		P	M	C	N
R02	Review overdue and recurring findings. Pass: overdue actions have a recorded escalation/revised plan, and repeat defects link to an existing issue. Logging an issue does not certify the physical defect corrected.	☐	☐	☐	☐
		P	M	C	N
R03	Confirm upcoming vendor visits and pending services. Pass: next due dates/requests have a provider, status and contact; known gaps have a follow-up owner/date. Include waste requests and snow-service quotation status.	☐	☐	☐	☐
		P	M	C	N

Commonly overlooked / hidden defect areas

ID	ACTION AND PASS STANDARD	RESULT			
H01	Inspect carpet edges, transitions and concealed walk corners. Pass: no curled edge, raised strip or furniture-hidden trip obstruction is visible from a safe position.	☐	☐	☐	☐
		P	M	C	N
H02	Inspect accessible appliance seals, bin hinges and recycling bases. Pass: no trapped food residue, pooled liquid or pest activity is visible. Do not move heavy/energized appliances.	☐	☐	☐	☐
		P	M	C	N
H03	Verify reserve stock and cleaning evidence. Pass: reserve supplies are usable, not merely empty packaging; cleaning records identify both food areas against confirmed scope. Log an unconfirmed scope.	☐	☐	☐	☐
		P	M	C	N

Log every finding and every N result

Use Quality Hub continuation entries as needed. Retain findings corrected during the inspection.

ID / tier	Location + observed defect	Immediate control	Owner / notified	Due date	Hub ID

Verify completion: P ____ M ____ C ____ N ____ (total 23) Missed locations: _____

Record reviewer initials: _____ Upload PDF / Quality Hub record: _____

Limit M to low-risk defects with no immediate exposure; fix within 7 days or sooner when needed. Control and escalate C now. N requires a reason and follow-up for applicable uninspected items. This review does not replace daily checks, monthly reviews or vendor maintenance.