Post-Construction Cleaning Project Checklist

Fill in what you know and leave the rest for a follow-up conversation. On a phased job, date each update and move rooms to ready as the trades release them.

Project name _____ **Site address** _____

Project contact and phone _____ **Requested cleaning phase** _____

Sheet date _____

Rooms

ROOM NAME OR NUMBER, AS ON THE PLANS	READY OR ACTIVE	CLEANED ON
☐		
☐		
☐		
☐		
☐		
☐		

Remaining trade work

- ☐ Areas with active trade work: _____
- ☐ Expected completion of that work: _____
- ☐ Later installer visits: _____

Surfaces and residue

- ☐ Floor and window materials: _____
- ☐ Floor finish by area, such as sealed concrete, tile or carpet: _____
- ☐ Fixtures and other finished surfaces: _____
- ☐ Surfaces that arrived with care instructions: _____
- ☐ Retained surfaces the tenant kept: _____
- ☐ Visible dust or residue: _____
- ☐ Stuck-on paint, adhesive, sealant, labels or film, and where: _____

Debris and equipment

- ☐ Remaining heavy debris: _____
- ☐ Who removes leftover materials, and when: _____
- ☐ Site equipment restrictions: _____
- ☐ Relevant safety instructions: _____

Entry and timing

- ☐ Entry point and access contact: _____
- ☐ Who holds the keys: _____
- ☐ Hours the building lets contractors work: _____
- ☐ Available cleaning hours: _____
- ☐ Requested visit date, if known: _____
- ☐ Rooms needing a separate visit: _____

Before each visit

- ☐ Room list checked against the current site
- ☐ Rooms moved to ready as trades leave
- ☐ Changes in trade work or surface condition noted
- ☐ Sheet dated so everyone knows the current version
- ☐ Touch-up sheet lists only the rooms a returning trade worked in
- ☐ Completed sheet shared with the person arranging the cleaning

Notes