

FIELD-READY IPAD NOTEBOOK

Commercial Cleaning Quality Control System

Inspect the contract. Close the gap. Prove the fix.

Subjective inspections and scattered complaint notes make it hard to prove service quality, assign rework, and stop recurring deficiencies.

01 SCOPE

CAPTURE ONCE. HAND OFF CLEANLY.

02 ASSIGN

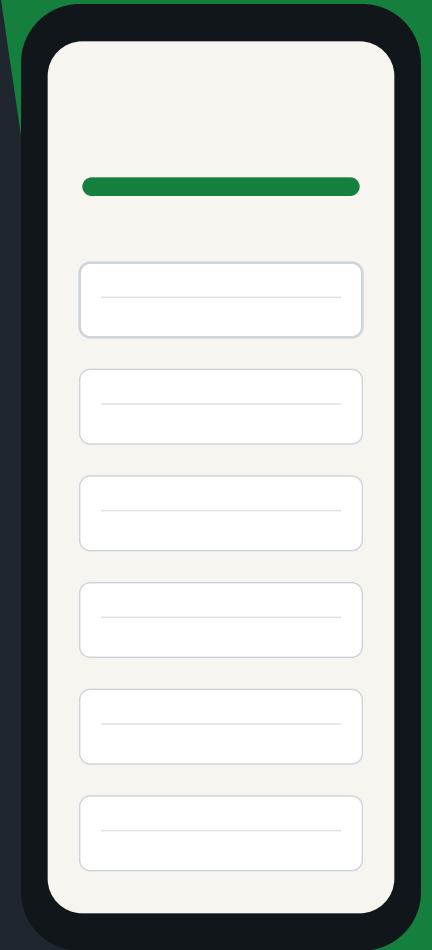
CAPTURE ONCE. HAND OFF CLEANLY.

03 INSPECT

CAPTURE ONCE. HAND OFF CLEANLY.

GALLERY EDITION - FREE PUBLIC NOTE

Duplicate the clean master before every job. Keep completed records private.



Account and Scope Brief

SCOPE

ASSIGN

INSPECT

SCORE

CORRECT

CLOSE

ACCOUNT AND SITE

CONTRACT OR SCOPE VERSION

SERVICE DATE AND SHIFT

CREW LEAD

QA INSPECTOR

PRIORITY ZONES

RECENT COMPLAINT REFERENCE

ACCESS OR SAFETY NOTES

REF	QUESTION / CONDITION	IMPACT	OWNER	DUE	STATUS

Zone Inspection Scorecard

SCOPE

ASSIGN

INSPECT

SCORE

CORRECT

CLOSE

Zone Inspection Scorecard

Record the source, unit, and operating condition beside every value

AREA	WEIGHT	SCORE	MAX	PERCENT	TREND

REFERENCE CONDITION / BASELINE

INTERPRETATION / LIMITATION

NEXT TEST / NEXT ACTION

Washroom and High-Touch Check

SCOPE

ASSIGN

INSPECT

SCORE

CORRECT

CLOSE

Washroom and High-Touch Check

Mark only what was actually observed; use notes for limits and exceptions

☐ Current scope version confirmed

☐ Scheduled zones serviced

☐ Lobby and entrances meet standard

☐ Work areas meet standard

☐ Washrooms meet standard

☐ Breakroom and kitchen meet standard

☐ Floors and carpets meet standard

☐ Glass and high-touch points checked

☐ Waste and recycling completed

☐ Deficiencies have photo references

☐ Rework owner and deadline assigned

☐ Failed items reinspected

OBSERVED EXCEPTION / LIMITATION

REQUIRED ACTION / OWNER / DUE

ID	FINDING	EVIDENCE	OWNER	DUE	STATUS

Floor and Surface Check

SCOPE

ASSIGN

INSPECT

SCORE

CORRECT

CLOSE

Floor and Surface Check

Mark only what was actually observed; use notes for limits and exceptions

- ☐ Crew attendance recorded
- ☐ Supply levels sufficient
- ☐ Equipment ready for service
- ☐ Access restrictions noted
- ☐ Scope exceptions documented
- ☐ Client-priority areas checked
- ☐ Odor or appearance concern logged
- ☐ Repeat deficiency identified
- ☐ Complaint reference linked
- ☐ Root cause captured
- ☐ Client walkthrough status recorded
- ☐ Trend update completed

OBSERVED EXCEPTION / LIMITATION

REQUIRED ACTION / OWNER / DUE

ID	FINDING	EVIDENCE	OWNER	DUE	STATUS

Deficiency Evidence Log

SCOPE

ASSIGN

INSPECT

SCORE

CORRECT

CLOSE

PHOTO / EVIDENCE 1

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 2

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 3

REF / LOCATION

OBSERVATION

ID	FINDING / CHANGE	IMPACT	OWNER	DUE	STATUS

EVIDENCE SUMMARY / HANDOFF TREATMENT

Rework and Reinspection

SCOPE

ASSIGN

INSPECT

SCORE

CORRECT

CLOSE

SCOPE MISMATCH PRESENT?

REPEAT COMPLAINT FOUND?

SUPPLY SHORTAGE AFFECTS SERVICE?

EQUIPMENT FAILURE AFFECTS SERVICE?

SITE CONCERN NEEDS ESCALATION?

REWORK DEADLINE AT RISK?

ID	RISK / EXCEPTION	TREATMENT	OWNER	DUE	STATUS

Client-Ready QA Summary

SCOPE

ASSIGN

INSPECT

SCORE

CORRECT

CLOSE

AREA / ASSET / WORK UNIT

LOCATION / REFERENCE

PHOTO / SOURCE IDS

ZONE	ITEM	STANDARD	SCORE	PHOTO ID	ACTION

SKETCH / SEQUENCE / WORKING NOTES

UNKNOWNNS / DECISION NEEDED