

Custodial Cleaning Level Audit

Space Category:						
Building:		Date:				
Room:		Audited by (Print Name):				
Appearance Level Expected:		Auditor Signature:				
						Cleaning Level (CL)
Appearance Items						CL
		1	2	3	4	5
Chalkboards and Erasers						
Floors and Base Molding						
Vertical Surfaces -Walls, Doors, Mirrors, Vents, Blinds, Windows and Partitions						
Horizontal Surfaces - Furniture, Drinking Fountains, Countertops						
Toilets, Urinals, Soap Dispensers, Paper Dispensers, Sinks, and Faucets						
Trash Containers						
Lamp Fixtures and Lighting						
Lockers and Benches						
Showers, Shower Floors, and Drains						
Sum of Cleaning Levels						
Average Cleaning Level (Sum of Cleaning Levels /No. of Appearance Items)						

Audit Comments/Observations:

Notes/Instructions:

- 1) The Custodial Cleaning Level Audit form is based in part on an example provided in *Custodial Staffing Guidelines for Educational Facilities* (Second Edition) published by APPA: The Association of Higher Education Facilities Officers.
- 2) The auditor should use the Appearance Factors on page 2 of the reference to determine the cleaning level rating. The cleaning levels also originate from *Custodial Staffing Guidelines for Educational Facilities* (Second Edition) published by APPA: The Association of Higher Education Facilities Officers.
- 3) Guidelines for Auditing:
 - o Conduct separate audits for each space or room category (i.e., restrooms, hallways, locker rooms, entrances, classrooms, and offices) and then summarize findings based on the space categories. Space categories are specific types of rooms or spaces like restrooms, hallways, locker rooms, and auditoriums.
 - o Conduct audits shortly after custodians have completed cleaning the space.
 - o Perform audits on at least 10% of the space categories found in the building for each round of audits.
- 4) OGS incorporated several additional appearance items that may not be representative of a particular space like “Chalkboards and Erasers.” Select and use the items applicable to the space being audited.

APPA Appearance Factors for Each Cleaning Level

Note: Levels are as stated in *Custodial Staffing Guidelines for Educational Facilities* (Second Edition) published by APPA: The Association of Higher Education Facilities Officers.

Level 1: Orderly Spotlessness

- Floors and base moldings shine/and or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor free. Supplies are adequate
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor free.

Level 2: Ordinary Tidiness

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls but there can be up to two days worth of dust, dirt, stains or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor free.

Level 3: Casual Inattention

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in the walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor free.

Level 4: Moderate Dinginess

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is a noticeable buildup of dirt and/or floor finish in corners and along walls can be seen.
- There is a dull path and/or obvious matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks. Lamp fixtures are dirty and some lamps (up to 5) are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash containers smell sour.

Level 5: Unkempt Neglect

- Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies. Many lamps (more than 5 percent) are burned out.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.