

 27/10/2021

 Saxon House



Overall Score

58%



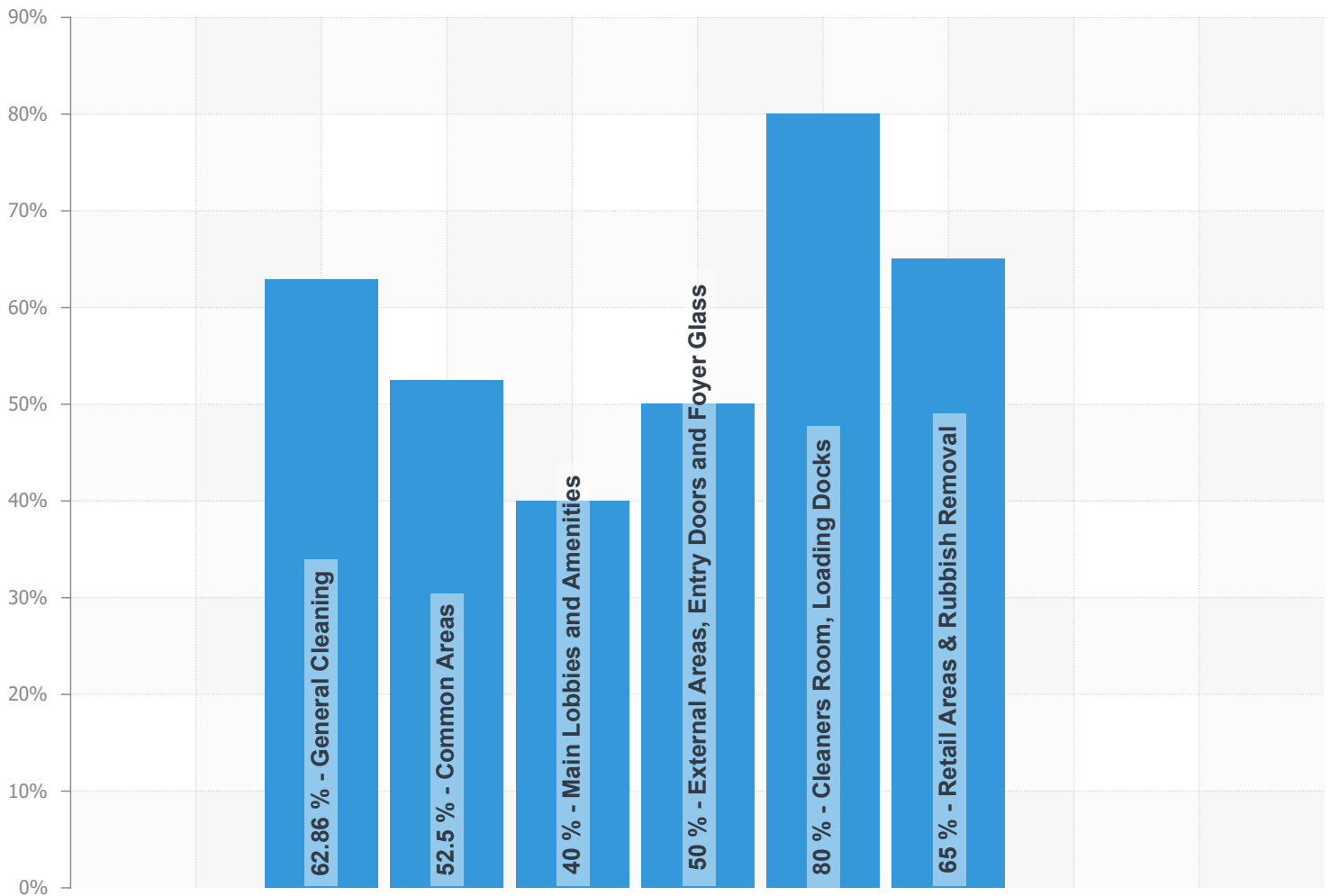
Number of
Actions

4



Number of
Pictures

4



Audit No:

DHorner: 0164

Auditor:

Daniel Horner

Type of Audit:

Cleaning Audit

Date of Audit:

27/10/2021

Building Name:

Saxon House

Building Information

Building	Saxon House
Site Address:	Unit 8 Holgate Court, 4 - 10 Western Rd, Romford RM1 3JS
Postcode:	RM1 3JS
Contact Tel No:	07801855078

Scoring for the following sections will go as follows. 0 = N/A; 1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good; 5 = Excellent

1. General Cleaning 22/35 - 62.86%

1.1.	<input checked="" type="checkbox"/> Vacuuming: (Has spot vacuuming been done. Has detailed vacuum been done)	0	4	5
1.2.	Desks - Work Stations: (Have clear works spaces been wiped down)	0	1	5
1.3.	Glass Partitions Clean: Glass entry doors (Check for finger prints at door handle level)	0	3	5
1.4.	<input checked="" type="checkbox"/> Bins: (Have all bins been emptied)	0	0	5
1.5.	<input checked="" type="checkbox"/> Offices / Meeting Rooms: (Have offices & meeting rooms been cleaned as required)	0	5	5
1.6.	Dusting: (Have sills, workstation dividers, architraves & A/C diffusers been wiped cleaned as required)	0	4	5
1.7.	Kitchens / Break Out: (Has kitchen / break out area been wiped down and cleaned)	0	3	5
1.8.	Other Items: (Other areas not covered above)	0	2	5

2. Common Areas 21/40 - 52.5%

2.1.	Lift Lobby: (Has lift lobby for level been cleaned satisfactorily.)	0	5	5
2.2.	<input checked="" type="checkbox"/> Level Foyer Walls: (Have walls been spot cleaned of hand prints)	0	1	5
2.3.	Dusting: (Have sills, architraves & A/C diffusers been wiped cleaned as required)	0	3	5
2.4.	<input checked="" type="checkbox"/> Male Toilets: (Have floors, basins, bowls, urinals, mirrors & requisites been cleaned satisfactorily)	0	1	5
2.5.	Female Toilets: (Have toilet bowls been cleaned satisfactorily)	0	1	5
2.6.	Disabled Toilets: (Have toilet bowls been cleaned satisfactorily)	0	3	5
2.7.	Service Corridors: (Have service corridors been mopped or vacuumed satisfactorily)	0	3	5

2.8. Other Items: (Other areas not covered above) 0 **4** 5

3. Main Lobbies and Amenities 14/35 - 40%

3.1. Main Lobby Floors / Tiles / Walls (Has main lobby been cleaned satisfactorily) 0 **1** 5

3.2. Lifts: (Are lifts vacuumed / mopped / cleaned of hand prints. Lift tracks clear of debris) 0 **1** 5

3.3. Dusting: (Have sills, architraves & A/C diffusers been wiped cleaned as required) 0 **2** 5

3.4. Female Change rooms & Toilets: (Ground floor toilets / basement change rooms) 0 **1** 5

3.5. Vacuuming: (Has spot vacuuming been done. Has detailed vacuuming been done) 0 **2** 5

3.6. Have external entry areas been maintained satisfactorily in the past seven (7) days 0 **4** 5

3.7. Response times (Has the contractor responded to spillages in the past seven (7) days satisfactorily) 0 **3** 5

4. External Areas, Entry Doors and Foyer Glass 5/10 - 50%

4.1. Have external entry areas been maintained and kept clear of rubbish satisfactorily in the past seven (7) days. 0 **1** 5

4.2. Is Foyer glass & doors clear of finger prints, streaks and smears 0 **4** 5

5. Cleaners Room, Loading Docks 20/25 - 80%

5.1. Staff Presentation: (Have all staff been suitably attired and possess appropriate PPE) 0 **4** 5

5.2. Were all bins brought down in a timely manner to ensure pick up from the waste removal provider. 0 **5** 5

5.3. Is garbage room clear and free of loose waste. 0 **4** 5

5.4. Is loading dock area maintained and clear of rubbish. 0 **4** 5

5.5. Have car park, entry and exits been kept clear of rubbish and dust build up over the past (7) days? 0 **3** 5

6. Retail Areas & Rubbish Removal 26/40 - 65%


6.1. Floors: (Have floors been cleaned / mopped satisfactorily) 0 **3** 5

6.2.	Walls, Tables, Chairs: (Have walls been spot cleaned of hand prints, tables and chairs wiped down regularly)	0	4	5
6.3.	Male Toilets: (Have floors, basins, bowls, urinals, mirrors been kept clean)	0	3	5
6.4.	Female Toilets: (Have floors, basins, bowls, urinals, mirrors been kept clean)	0	4	5
6.5.	Corridors: (Have service corridors been mopped or vacuumed satisfactorily)	0	2	5
6.6.	Signage: (Have wet floor procedures and signage requirements been adhered too)	0	2	5
6.7.	Cleaners Cycle Times: (Have cleaners maintained their cycle times and completed the cycle time sheet diligently)	0	4	5
6.8.	Response Times (Has the contractor responded to spillages in the past seven (7) days satisfactorily)	0	4	5

7. Complaints

7.1.	Have any complaints been received in the past seven (7) days (How many)	10
7.2.	How many complaints have been rectified promptly in the past seven(7) days (How many)	7
7.3.	How many of the raised issue/s have not been rectified or satisfactorily attended too?	3

8. Summary

8.1.	Client Type	
8.2.	Name of Client	Daniel Horner
8.3.	Signature	
8.4.	Date	27/10/2021
8.5.	Email Notification	daniel.j.horner+267@outlook.com

Picture Reference 1.1.

Question

Vacuuming: (Has spot vacuuming been done. Has detailed vacuum been done)

General Cleaning



Picture Reference 1.4.

Question

Bins: (Have all bins been emptied)

General Cleaning

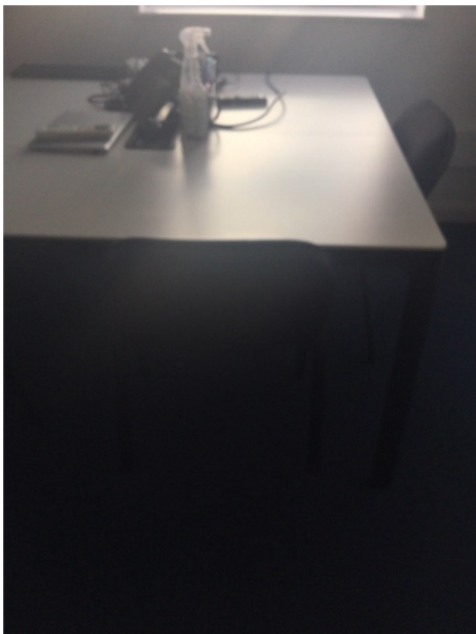


Picture Reference 1.5.

Question

Offices / Meeting Rooms: (Have offices & meeting rooms been cleaned as required)

General Cleaning

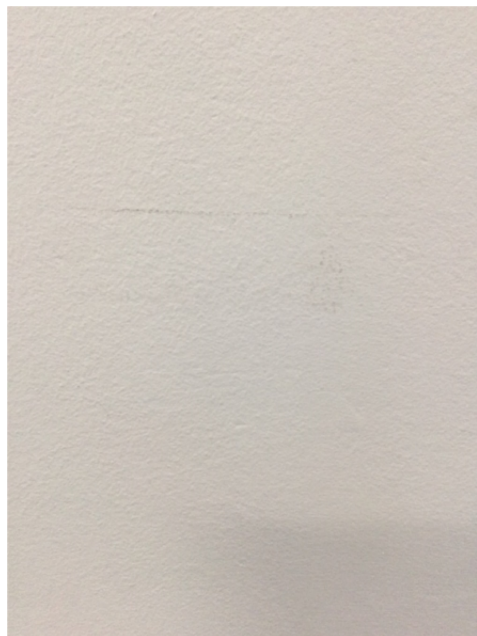


Picture Reference 2.2.

Question

Level Foyer Walls: (Have walls been spot cleaned of hand prints)

Common Areas



CORRECTIVE ACTIONS

No.	Description/Required Action	Reported	Due Date	Probability	Impact	Status	Location
1.4.	Bins not empty. Empty all bins.	27/10/2021	27/10/2021	Low	Low	New	Saxon House Unit 8 Holgate Court, 4 - 10 Western Rd, Romford RM1 3JS
2.2.	Not clean Clean walls - get rid of marks on wall.	27/10/2021	27/10/2021	High	Low	New	Saxon House Unit 8 Holgate Court, 4 - 10 Western Rd, Romford RM1 3JS
2.4.	Bathroom unclean. Clean males bathroom	27/10/2021	27/10/2021	High	Medium	New	Saxon House Unit 8 Holgate Court, 4 - 10 Western Rd, Romford RM1 3JS
6.5.	Not mopped. Vacuum and mop.	27/10/2021	27/12/2021	Medium	Medium	New	Saxon House Unit 8 Holgate Court, 4 - 10 Western Rd, Romford RM1 3JS