



**Custodial Building Inspections Form**

Custodian: \_\_\_\_\_

Date: \_\_\_\_\_

Building: \_\_\_\_\_

Inspector: \_\_\_\_\_

Area: \_\_\_\_\_

Each area is evaluated on a score of 1 to 5.

5=Excellent

4=Above Average

3=Average

2=Below Average

1=Unacceptable

Area	Score
<b>Entryways</b>	
• Large pieces of debris and gum, if present removed from floor.	
• Floors vacuumed or mopped.	
• Floor corners/edges free of dirt buildup.	
• Entry doors free of fingerprints.	
• No visible buildup of dust on horizontal service or cobwebs.	
<b>Hallways</b>	
• Large pieces of debris and gum, if present removed from floor.	
• Floors vacuumed or mopped.	
• Floor corners/edges free of dirt buildup.	
• No visible buildup of dust on horizontal service or cobwebs.	
• Water fountains cleaned and free of water spots.	
• Waste and recycle baskets emptied.	
<b>Cafeterias/Gymnasiums</b>	
• Large pieces of debris and gum, if present removed from floor.	
• Floors swept and mopped.	
• Floor corners/edges free of dirt buildup.	
• No visible buildup of dust on horizontal service or cobwebs.	

• Water fountains cleaned and free of water spots.	
• Waste and recycle baskets emptied.	
• Windows and other glass surfaces free of fingerprints.	
<b>Restrooms/Locker Rooms</b>	
• Large pieces of debris and gum, if present removed from floor.	
• Floors swept and mopped.	
• Free of urine smell.	
• Walls and partitions wiped down and free of dirt and stains.	
• No buildup of dirt on floors in corner, along edges or behind toilet.	
• All fixtures have been thoroughly wiped down and disinfected (including showers if present).	
• Waste and feminine sanitary waste baskets emptied, and liners replaced.	
• All soap and paper products restocked.	
• Mirrors free of water spots and fingerprints.	
<b>Classrooms/Labs</b>	
• Large pieces of debris and gum, if present removed from floor.	
• Floors swept and mopped/vacuumed.	
• Floor corners/edges free of dirt buildup.	
• No visible buildup of dust on horizontal surface or cobwebs.	
• Tables wiped down and free of eraser shavings, stains, or graffiti.	
• Windows and other glass surfaces free of fingerprints.	
• All soap and paper products restocked if present.	
• Sinks wiped down and free of dirt and soap scum buildup if present.	
<b>Offices</b>	
• Large pieces of debris removed from the floor.	
• Floors vacuumed or mopped.	

• Floor corners/edges free of dirt buildup.	
• Windows and other glass surfaces free of fingerprints.	
• All soap and paper products restocked if present.	
• Waste and recycle baskets emptied.	
<b>Stairwells</b>	
• Large pieces of debris removed from the floor.	
• Floors swept and mopped.	
• Floor corners/edges free of dirt buildup.	
• No visible buildup of dust on horizontal surface or cobwebs.	
<b>Custodial Closet/Receiving Area</b>	
• Clean and in orderly appearance.	
• All chemicals are stored and labeled properly.	
• Equipment is clean, in working condition, and stored away neatly.	
<b>Comments</b>	

\_\_\_\_\_  
 Print Name  
 Nombre impreso

\_\_\_\_\_  
 Date  
 Fecha

\_\_\_\_\_  
 Signature (I acknowledge receipt of copy and understand protocol)  
 Firma (Acuso recibo de copia y comprendo el protocolo)

\_\_\_\_\_  
 Operations Supervisor

\_\_\_\_\_  
 Date