

Cleaning Visual Standards Guide

"What Clean Actually Looks Like" — A Reference for Staff & Vendors

This guide establishes clear, visual standards for what constitutes acceptable cleaning quality in each area of your facility. Use it to train cleaning staff, set vendor expectations, and conduct inspections. Take your own before/after photos and add them to this guide for your specific facility.

Restrooms — Acceptable Standard

Element	Acceptable Standard	Pass?
Toilets & Urinals	Completely disinfected inside and out. No stains, rings, or buildup on bowl interior. Base of toilet clean and dry. No drips or residue on exterior. Flush handles sanitized.	
Sinks & Counters	Faucets polished and free of water spots. Countertop clean and dry with no soap residue or pooled water. Drains clear and free of buildup.	
Mirrors	Streak-free from edge to edge. No fingerprints, water spots, or cleaning product residue.	
Floors	Mopped with disinfectant. Grout lines visibly clean. No standing water. Corners and edges clean. Floor drains clear.	
Dispensers	Fully stocked: soap, paper towels, toilet paper (current roll + backup). Dispenser exteriors wiped clean.	
Trash	Liner replaced. Can exterior wiped clean. Sanitary disposal bins emptied and lined.	

Break Room / Kitchen — Acceptable Standard

Element	Acceptable Standard	Pass?
Countertops	Wiped clean and sanitized. No crumbs, stains, or sticky residue. Edge where counter meets wall clean.	
Sink	Basin scrubbed and free of stains. Faucet polished. Drain clear. No dishes left (if policy).	
Appliances (Exterior)	Microwave, refrigerator, coffee maker — wiped clean. No fingerprints or food splatters. Handles sanitized.	
Appliances (Interior)	Microwave interior wiped weekly. Refrigerator shelves wiped monthly or as needed. No expired items (per policy).	

Tables & Chairs	Tables wiped and sanitized. Chair seats wiped. Pushed in and aligned neatly.	
Floor	Swept and mopped. Under tables and along baseboards clean. No food debris.	

Offices & Workstations — Acceptable Standard

Element	Acceptable Standard	Pass?
Trash	All desk-side cans emptied. Fresh liner in place. No trash on floor around cans.	
Floors	Vacuumed wall-to-wall including under accessible furniture. Visible carpet lines from vacuum. No debris in corners.	
Surfaces	High-touch surfaces wiped (door handles, light switches, shared equipment). Personal desk items not moved.	
Glass	Partitions and interior windows at eye level wiped clean. No fingerprints or smudges.	

Lobbies & Common Areas — Acceptable Standard

Element	Acceptable Standard	Pass?
Entrance	Glass doors clean inside and out. Floor mats clean/vacuumed. No debris or leaves in entry.	
Floors	Vacuumed or mopped. Baseboards dusted. No scuff marks on walls. Elevator threshold clean.	
Furniture	Reception seating wiped. Coffee table clean. Magazines/brochures straightened.	
High-Touch	Elevator buttons, handrails, door handles all sanitized. Light switch plates clean.	

Unacceptable Conditions (Automatic Fail):

- ✗ Visible dirt, hair, or debris on any restroom surface
- ✗ Empty soap, paper towel, or toilet paper dispensers
- ✗ Streaks or smudges on mirrors or glass at eye level
- ✗ Overflowing trash cans or missing liners
- ✗ Sticky residue on any surface
- ✗ Standing water on restroom floors
- ✗ Unpleasant odors in any cleaned area
- ✗ Cleaning products or equipment left behind

Our standard is your standard. Ultimate Cleaning Service uses this exact guide to train our crews. Every visit meets these benchmarks — guaranteed. Call (425) 445-0077.