



SITE WALKTHROUGH CHECKLIST

1. Property Information

Property / Facility: _____

Address: _____

Contact: _____

Phone / Email: _____

Facility Type: _____

Sq. Ft.: _____

Walkthrough Date: _____

2. Service Needs

Frequency:

☐ One-Time ☐ Daily ☐ Weekly ☐ Multiple Visits/Week ☐ Custom

Service Window:

☐ Business Hours ☐ After Hours ☐ Overnight ☐ Weekend ☐ Flexible

Primary Priorities:

☐ Restrooms ☐ Floors ☐ Trash ☐ Breakrooms
☐ Glass / Entrances ☐ Common Areas ☐ High-Touch Areas ☐ Restocking

3. Facility Areas

☐ Offices / Workstations ☐ Lobby / Reception ☐ Conference Rooms
☐ Restrooms ☐ Breakrooms / Kitchens ☐ Hallways / Common Areas
☐ Entrances ☐ Stairways / Elevators ☐ Retail / Customer Areas
☐ Locker Rooms / Showers ☐ Classrooms / Meeting Areas
☐ Warehouse / Support Areas ☐ Storage ☐ Exterior / Patio

Excluded / Restricted Areas: _____

4. Floors & Restrooms

Floor Types:

☐ Carpet ☐ Tile ☐ LVT/LVP ☐ VCT ☐ Hardwood ☐ Concrete

Current Needs:

☐ Routine Maintenance ☐ Heavy Traffic ☐ Stains
☐ Carpet Extraction ☐ Machine Scrubbing ☐ Polishing / Burnishing

Restrooms: ____ **Toilets:** ____ **Urinals:** ____

Sinks: ____ **Showers:** ____

Traffic Level: ☐ Low ☐ Moderate ☐ High

5. Access & Site Support

Site Access:

☐ Keys ☐ Access Code / Badge ☐ Alarm System ☐ Security Check-In
☐ Service Entrance ☐ Elevator Access ☐ Parking Restrictions
☐ Employees / Customers Present ☐ Restricted Areas

Site Support:

☐ Janitorial Closet ☐ Water Access ☐ Electrical Access
☐ Equipment Storage ☐ Dumpster / Trash Area ☐ Recycling Program
☐ Client-Specific Products ☐ Chemical Restrictions

Operating Hours: _____

Preferred Cleaning Hours: _____

6. Special Requirements

☐ Windows ☐ High Dusting ☐ Day Porter
☐ Carpet Extraction ☐ Floor Scrubbing / Polishing
☐ Pressure Washing ☐ Additional Restroom Service
☐ Supply Management ☐ Photo Documentation
☐ Special Events / High-Traffic Periods

7. Notes

Client Priorities / Current Concerns:

Site Notes:

8. Next Step

- ☐ ***Proposal / Pricing*** ☐ ***Additional Information Needed***
☐ ***Additional Site Visit*** ☐ ***Scope Review***

Important

This walkthrough documents visible site conditions and requested service needs. Final services, frequencies, responsibilities and pricing are established in the approved scope or service agreement.

Aurum One

Your Property. Our Priority.