

Process for Site Visits –

Conducted by the “Area Manager”

- Review the scope of work being completed.
- Check staffing schedule & frequency of cleaning being followed.
- Check on employee uniform.
- Confirm clock in cell phone is on site and being used.
- Look for cleaning deficiencies, such as dust, smudges, residue, etc.
- Look out for the high priority matters to this specific facility.
- Complete inspection reports.
- Log visit, take notes, and update in Salesforce.
- Notify client if anything is out of order (out of SOW).
- Look for any upsell opportunities – notify Account Manager.
- Check supply levels.
- Communicate with employees, compliment, offer comments.
- Check on SDS (Safety Data Sheet) QR code poster.
- Report back any occupancy changes.



Don't Forget

***We have to be great every
time or we'll lose them.***