



APPROVED · A. Manager (sample)

Quality Inspection Report

Report QI-10234 · Wednesday, Oct 14, 2026

CLIENT Demo Client (fictional)	SITE Demo Office Center	ADDRESS 100 Example Ave, Bellevue, WA
INSPECTED BY Jordan Example (sample inspector)	COMPLETED Oct 14, 2026 9:52 PM PT · 47 min	CHECKLIST General Office Janitorial

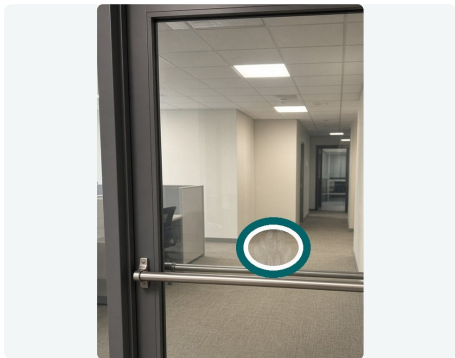
Score summary

96.3% Overall score · target 90%	PASS Result	16 Items scored (77 of 80 pts)	0 Critical (scored under 4)	— Prior issues fixed
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Scoring: 5 Excellent · 4 Good · 3 Fair · 2 Poor · 1 Unacceptable. Only scored items count. Items scored 3 or lower are re-checked at the next inspection.

Inspector summary. Building is in very good shape overall. Three minor items noted and corrected on the spot; photos are shown under each item.

All results

ITEM	FREQUENCY	SCORE	NOTE
Lobby & entry · Main lobby			
Entry glass and doors cleaned, no smudges	Nightly	4	Light fingerprint smudge above the push bar on the suite door. Corrective action: glass re-cleaned before end of shift.
			
Photo 1 · Score 4			
Hard floors dust-mopped and damp-mopped	Nightly	5	
Trash emptied, liners replaced	Nightly	5	
Elevator doors and call panels wiped	Nightly	5	

ITEM	FREQUENCY	SCORE	NOTE
Restrooms · 2nd floor			
Sinks, counters and fixtures cleaned and dry	Nightly	5	Counter and fixtures clean and dry. Passed.
			
Photo 1 · Score 5			
Dispensers stocked (towel, soap, tissue)	Nightly	5	
Toilets and urinals cleaned and disinfected	Nightly	5	
Floors mopped with disinfectant	Nightly	5	
Office areas · Suite 200			
Carpets vacuumed, including under desks	Nightly	4	A few crumbs missed under one desk at workstation row B. Corrective action: spot-vacuumed; crew reminded to pull chairs out. Re-check next inspection.
 			
Photo 1 · Score 4 Photo 2 · Score 4			
Trash and recycling emptied	Nightly	5	
Desks and horizontal surfaces dusted (clear areas)	Weekly	5	Open office looks clean and orderly.

ITEM	FREQUENCY	SCORE	NOTE
Baseboards and ledges dusted	Monthly	4	Faint dust line on the baseboard along the east corridor. Corrective action: baseboard wiped; added to this week's detail list.



Photo 1 · Score 4

Break room · Suite 200

Counters, sink and appliance fronts cleaned	Nightly	5
Tables and chairs wiped	Nightly	5
Floor swept and mopped	Nightly	5

Hard floors · Corridors

Corridor floors swept and mopped	Nightly	5
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1 checklist item(s) were not inspected this visit (for example quarterly or as-needed tasks) and do not count toward the score.

Areas not inspected

Conference rooms · Suite 300

Area not inspected this visit · 4 item(s) not scored

Skipped areas are not scored and do not count toward the score.

Questions about this report? Contact your PBS district manager. Photos taken during the inspection are kept with this report on the PBS website.