Bank and credit union branch cleaning: what we clean

Use one copy per branch and tick each room as you walk it with us.

Branch _____ **Address** _____

Walked by _____ **Date** _____

Lobby and customer areas

- ☐ Reception and waiting area
- ☐ Room surfaces around the teller line
- ☐ Customer service desks
- ☐ Vestibule and entrance floors
- ☐ Entrance glass
- ☐ Connecting corridors
- ☐ Customer restroom

Offices and staff rooms

- ☐ Private offices
- ☐ Conference room
- ☐ Staff breakroom
- ☐ Staff restrooms
- ☐ Waste gathered from each listed room

Branch rules

- ☐ Papers stay where staff left them
- ☐ Desks wiped around documents
- ☐ Only rooms on your list entered
- ☐ Restricted rooms marked
- ☐ Entry window set around the alarm schedule

Midday porter round

- ☐ Entry glass
- ☐ Customer restroom
- ☐ Waiting area straightened

Periodic floors

- ☐ Entry carpet extraction
- ☐ Hard-floor lane from the door to the teller line
- ☐ Floor projects set for a weekend or an evening after closing

Your notes

- [ ] Floor material in each room
- [ ] Paper products and soap: branch stock or ours

Notes