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**PM CLEANING**

Professional B2B cleaning

# Quality checklist

## How we build it

A structured method, a checklist tailored to your site.

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**5**

**steps**

structured method

**100%**

**customized**

no standard document

**1 month**

**iteration**

adjustment after start

**Download this method - [pmcleaning.be](https://pmcleaning.be)**

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# How we build your quality checklist

Every site is different. That is why we never deliver a standard checklist. Here are the five steps we follow to build, with you, the quality checklist matched to the reality of your site.

## Our 5-step method

<b>1</b>	<h3>Mapping the zones</h3> <p><b>METHOD:</b> During the technical visit, we identify every real zone of your site: restrooms, workstations, kitchen, floors by surface type, common areas, glazing. This survey becomes the backbone of your checklist.</p> <p><b>RESULT FOR YOU:</b> You know exactly what is included.</p>
<b>2</b>	<h3>Frequency tailored by zone</h3> <p><b>METHOD:</b> Each zone gets its logical frequency: every visit, weekly, monthly or periodic. Restrooms and floors every visit, windows per contract. You only pay for what is scheduled.</p> <p><b>RESULT FOR YOU:</b> No invalid items, no surprises.</p>
<b>3</b>	<h3>Quality verification points</h3> <p><b>METHOD:</b> For each zone, we define 3 to 5 objective verification points: visual cleanliness, no odours, consumables checked, contact points disinfected. Measurable criteria, shared with the field team.</p> <p><b>RESULT FOR YOU:</b> A verifiable result, not subjective.</p>
<b>4</b>	<h3>Reporting protocol</h3> <p><b>METHOD:</b> Your team leader reports directly to management - no intermediary - any important item: missing client-side consumables, observed damage, request outside contract. Fast feedback, no bureaucracy.</p> <p><b>RESULT FOR YOU:</b> Direct channel, immediate response.</p>
<b>5</b>	<h3>Iteration after the first month</h3> <p><b>METHOD:</b> At the end of the first month, we adjust the checklist if needed: zone to reinforce, frequency to rebalance, new sensitive point. It then evolves with your site: extension, seasons, changes of use.</p> <p><b>RESULT FOR YOU:</b> A living standard, not a frozen document.</p>

# Example framework - typical 200 m<sup>2</sup> office

This table illustrates a generic checklist framework for a weekly office. Your final document is always tailored to the survey from your technical visit - specific zones, frequencies, products, access constraints.

ZONE	VERIFICATION POINTS	FREQUENCY
Restrooms	Toilets, sink, mirror, taps, floor. Odour. Consumables checked.	Every visit
Workstations	Accessible surfaces dusted (without moving belongings).	Every visit
Office bins	Emptied. Bag changed if > 50% full or visible soiling.	Every visit
Kitchen / canteen	Worktop, sink, fridge and microwave exterior. Bin.	Every visit
Floors	Vacuuming + washing tailored to the surface. Stains treated.	Every visit
Common areas	Vacuuming, disinfection of handles and switches.	Every visit
Interior glazing	Marks and prints on glass access doors.	Per contract
Exterior glazing	Full facade cleaning (outside the standard monthly package).	Periodic



## PM CLEANING - ISSA EMEA MEMBER

PM Cleaning is a member of ISSA EMEA, the European federation of the cleaning industry. This affiliation gives access to the CIMS framework (Cleaning Industry Management Standard) - the framework that structures our checklist construction method.

## Build the checklist for your site

Request a free technical visit. On-site survey, customized checklist delivered with the package estimate.

[pmcleaning.be/estimation/](https://pmcleaning.be/estimation/)

WhatsApp: +32 493 63 61 53

