

SAMPLE REPORT - CLIENT DETAILS REMOVED, EXAMPLE SCORES

MONTHLY QUALITY INSPECTION

Inspection Report

SITE	Sample Professional Services Office	LOCATION	Sydney NSW (sample)
INSPECTION DATE	12 October 2026	INSPECTED BY	Neatspace Account Manager
SCOPE REF.	NSC-SCOPE-SAMPLE	CLIENT CONTACT	Office Manager (present)

92%

ON STANDARD

Overall score: 97 of 105 points across 21 items. Target is 90% or higher.



Area scores

Area	Score	Result
Reception & entry	14/15 (93%)	On standard
Workstations & offices	18/20 (90%)	On standard
Meeting rooms	15/15 (100%)	On standard
Kitchen & breakout	19/20 (95%)	On standard
Bathrooms	22/25 (88%)	Needs attention
Floors (general)	9/10 (90%)	On standard

Item detail

Area / item	Score (1-5)	Comment
Reception & entry		
Glass doors & partitions	5	
Reception desk & seating	5	
Entry mat & walls	4	Scuff mark near door - added to next visit
Workstations & offices		
Desk surfaces	5	
Bins & recycling	5	

Area / item	Score (1-5)	Comment
Dusting (sills, partitions)	4	Light dust on north-side sills
High dusting	4	
Meeting rooms		
Tables & chairs reset	5	
Whiteboards	5	
Touchpoints	5	
Kitchen & breakout		
Benches & sink	5	
Appliance fronts & microwave	4	Microwave door seal - extra attention
Tables & chairs	5	
Consumables restocked	5	
Bathrooms		
Toilets & urinals	5	
Basins, taps & mirrors	4	Water marks on tap bases
High-touch points	5	
Floors	3	Grout lines near basins need a deep clean
Consumables	5	
Floors (general)		
Carpet vacuuming incl. edges	4	Edges under desks in bay C
Hard floors	5	

Actions agreed

#	Item	Action	Owner	Due
1	Bathroom floor grout	Deep clean grout lines near basins; add to monthly task list	Supervisor	Within 7 days
2	Tap bases	Descale tap bases; re-brief team on wipe-dry finish	Supervisor	Next visit
3	Carpet edges, bay C	Edge vacuum under desks added to checklist	Team	Next visit
4	Microwave door seal	Add seal wipe to kitchen checklist	Team	Next visit

What's going well

- ✓ Reception and meeting rooms consistently presented to a high standard.
- ✓ Bathrooms well stocked; high-touch points disinfected every visit.
- ✓ Client feedback: "Kitchen has been noticeably better since the new checklist."

Next inspection: week of 9 November 2026. Supervisor spot check of actions 1-4 within 7 days. Questions about this report? Contact your Neatspace Account Manager or call 02 6675 0665.