



**ULTRACLEAN**

**APPRAISAL AND TRAINING LOG**

CONTRACT NAME	CLEANERS NAME	MANAGERS NAME
DATE TRAINING STARTS		DATE COMPLETED
DATE OF RETRAINING		DATE COMPLETED
Vacuum cleaning		
Dusting + polishing		
Damp wiping + Washing		
Bin/Rubbish Removal		
Damp Mopping		
Spot Mopping		
Dust control mop sweeping		
Spray cleaning		
Dry Buffing		
Spot +Stain Removal		
Care of machine		
Refrigeration Cleaning		
Micro Cleaning		
Wall Washing		
Floor polishing		
Floor polishing stripping		
Floor polishing Application		

Category	Acceptable or Unacceptable		Comments
	√	X	
Start Date	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Presentation</b>			
Uniform	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	
Conduct/manner	<input type="checkbox"/>	<input type="checkbox"/>	
Customer perception	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Personal</b>			
Punctuality/Time Keeping	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	
Timely completion of work	<input type="checkbox"/>	<input type="checkbox"/>	
Pride in work	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	
Copoperation with Site Manager	<input type="checkbox"/>	<input type="checkbox"/>	
Team Player	<input type="checkbox"/>	<input type="checkbox"/>	
Performance on site	<input type="checkbox"/>	<input type="checkbox"/>	