INTEGRATED FM GROUP

EAST GIPPSLAND WATER

Integrated fm Group
Facility Services Excellence

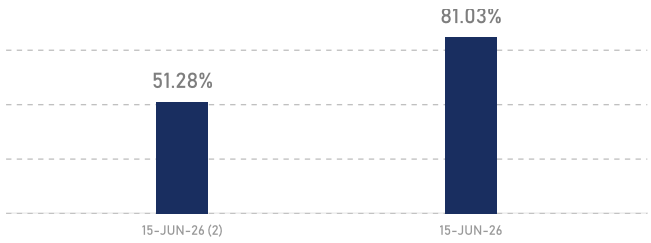
EGW Depot | Bairnsdale - Depot,3875

MONDAY 20th July 2026

98.73 %

(78.0/79.0)

HISTORY



SUMMARY

Audit completed at Bairnsdale depot.
With Bethany Bradley and James Blandford.

CUSTOM DETAILS

Cleaning Checklist

SCORE BY SECTION

Section	Actual	Target	%
Employees	6.0	6.0	100.0
Front Reception Area	8.0	8.0	100.0
Toilet zones - Male / Female / Disabled /	13.0	13.0	100.0
External Zones to 3 Metres and Bin sets &	5.0	5.0	100.0

Section	Actual	Target	%
General Inspection of Cleaner Room and	11.0	11.0	100.0
Main Building Zones	33.0	34.0	97.1
Passage way Areas	2.0	2.0	100.0

Q#	QUESTION	SCORE	RESPONSE
EMPLOYEES		**(6.0/6.0)**	**100.0 %**
1.	Are all employees wearing their Integrated fm Group Uniform	(1/1)	YES
2.	Are all cleaners trained on proper chemical handling, storage, and disposal?	(1/1)	YES
3.	Are all cleaners wearing appropriate PPE when handling chemicals?	(1/1)	YES
4.	Are all cleaners registered on Connecteam Time on Site App	(1/1)	YES
5.	Are all cleaners using the Connecteam Time On App?	(1/1)	YES
6.	Are all cleaners registering on client attendance portal onsite?	(1/1)	YES
GENERAL INSPECTION OF Cleaner Room		**(11.0/11.0)**	**100.0 %**
7.	Is the Cleaner Room Entrance floor & door area clean?	(1/1)	YES
8.	Are all frames and wall fittings free of dust and cobwebs?	(1/1)	YES
9.	Is the ceiling and walls free of cobwebs?	(1/1)	YES
10.	Is all cleaning equipment clean and ready for use? - Tru Shot cannisters loaded / Rolls of CHUX Red & Green in stock? Mops Clean and ready for use?	(1/1)	YES
11.	Are all shelves clean and well ordered?	(1/1)	YES
12.	Is the room clean and all stock on shelves and in order & presentable?	(1/1)	YES
13.	Is the IFM - ASAP - MSDS register QR Code poster on wall?	(1/1)	YES
14.	Is the waste receptacle 50% empty with bin liner & clean?		N/A
15.	Is IMOP clean and Waste Tank empty of all slurry with sealer cap "loose" or "off "to assist in air out?		N/A
16.	IS IMOP Squidgy off unit and clean or cleaned and installed ready for use?		N/A
17.	Is IMOP charger on shelf/plugged in/batteries on charge?		N/A

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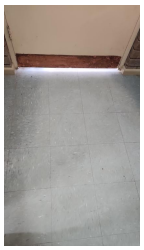
EAST GIPPSLAND WATER

Q#	QUESTION	SCORE	RESPONSE
18.	Are all vacuums Test Tagged as ok with date of next expiry within current range?		N/A
19.	Are vacuums loaded for use and bag empty or at minimum 1/3 full only?		N/A
20.	Are spare vacuum bags in stock and available?		N/A
21.	Is IMOP Charger Test Tag tested as ok and date of expiry current? IS IMOP Charging batteries with 100% charged? (If batteries installed in IMOP ready for use - disregard)		N/A
22.	Is IMOP iLoad capsules in stock or VIEWKWIK floor cleaning chemical in stock?		N/A
23.	Are additional Integrated fm Group approved chemicals in stock - AGAR Amodett(Glass Cleaner)	(1/1)	YES
24.	Are Tru Shot cannisters in stock - BLUE Glass / GREEN Rest Room / YELLOW Multi Purpose in stock?	(1/1)	YES
25.	Is Yellow or Blue Window cleaning Kit with Applicator and Squidgy in stock, clean ready for use?	(1/1)	YES
26.	Is extendable Cobweb broom, standard sweeping broom or/and orange fringe sweeper in stock	(1/1)	YES

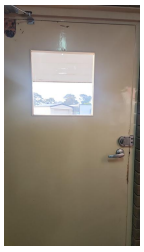
FRONT RECEPTION AREA (8.0/8.0) 100.0 %

27.	Is the seating area clean and presentable?		N/A
28.	Are all areas free from dust and obstructions?	(1/1)	YES
29.	Is the Main entrance carpet or concrete or tiled areas clean and vacuumed or swept?	(1/1)	YES



20 Jul 26 08:18 AM

30.	Are all Front entrance windows at 3 metres and auto door or swing door glass windows clean?	(1/1)	YES



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Entrance Breezeways - Air Locks

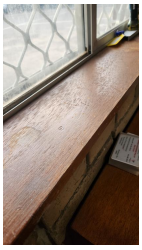
31.	Are Glass areas clean and streak free?	(1/1)	YES
32.	Are Mats and floor zones vacuumed or swept and clean?	(1/1)	YES
33.	Ceiling free of cobwebs inclusive of lighting surrounds?	(1/1)	YES
34.	Is light switches or Alarm code panel clean?	(1/1)	YES
35.	Are sills / frames free of dust?	(1/1)	YES

Q#	QUESTION	SCORE	RESPONSE

MAIN BUILDING ZONES (33.0/34.0) 97.1 %

General Office Area

36.	Are all waste bins 50% empty, with bin liner & clean and sanitized?	(1/1)	YES
37.	Are all chairs and tables clean and corporate set or set as a horse shoe style?	(1/1)	YES
38.	Is the carpet area spot vacuum clean?	(1/1)	YES
39.	Are the window sills wet wiped and clear of dust & grime	(1/1)	YES



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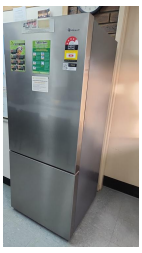
40.	Are door handles wiped and doors clean - includes door jams/hinge sets	(1/1)	YES
41.	Are all waste bins clean and sanitized?	(1/1)	YES
42.	Are chairs clean and neatly aligned to tables?	(1/1)	YES

Meals or Kitchenette Area

43.	Are all waste bins empty and lined & clean & sanitized?	(1/1)	YES

20 Jul 26 08:21 AM

44.	is sink and bench top clean?	(1/1)	YES
45.	Is refrigerator door surface and top clean?	(1/1)	YES



20 Jul 26 08:21 AM

46.	Is microwave clean external and internal?	(1/1)	YES

69%-100%:

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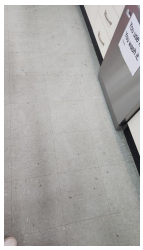
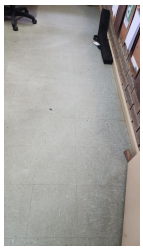
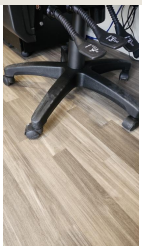
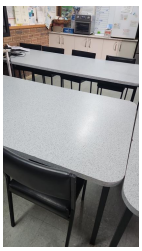
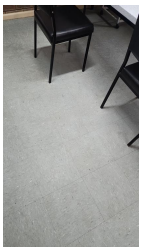
EAST GIPPSLAND WATER

Q#	QUESTION	SCORE	RESPONSE
	20 Jul 26 08:22 AM		
	20 Jul 26 08:22 AM		
47.	Is floor tiled or linoleum surface swept/vacuumed - mopped clean?  20 Jul 26 08:22 AM	(1/1)	YES
48.	Are skirting boards clean of dust and built up grime?	(1/1)	YES
49.	Is entrance door handle/glass clean - includes door venting wiped clean?	(1/1)	YES
50.	Are tables wiped clean and free of crumbs or drink container "rings"?	(1/1)	YES
51.	Is all seating clean including frames and neatly aligned to table sets?	(1/1)	YES
52.	Is casual seating of couches or chairs clean? (loose seat cushions to be removed and check for clean underneath)	(1/1)	YES
	Executive Offices and Meeting Rooms Areas		
53.	Are all Waste bin empty and lined & clean and sanitized?	(1/1)	YES
54.	Is Carpet zone spot vacuumed clean?  20 Jul 26 08:28 AM	(1/1)	YES
55.	Are window sill wet wiped / dust free?	(1/1)	YES
56.	Are glass partitions or glass windows clean?	(1/1)	YES
57.	Are desk areas wiped clean?	(1/1)	YES
58.	Are computer / phone / appliance dust free & clean	(1/1)	YES
59.	Is Executive chair dust free inclusive of base and wheels?	(0/1)	NO
	 20 Jul 26 08:35 AM		
60.	Are additional office furniture and surfaces clean - wet wiped / streak free	(1/1)	YES
61.	Office meeting area loose furniture casual seating clean (remove any loose seat cushions for check clean underneath)	(1/1)	YES
	Canteen or Café Seating zones		
62.	Are tables clean and wet wiped including legs and bases?  20 Jul 26 08:30 AM	(1/1)	YES
63.	Are floors swept and mopped clean?  20 Jul 26 08:30 AM	(1/1)	YES
64.	Are window sills wet wiped and clear of dust?	(1/1)	YES
65.	Are skirting boards wet wiped and free of dust and built up grime?	(1/1)	YES
66.	Entrance door internal - Clean of finger prints and glass clean	(1/1)	YES
	Kichentte or Office support kitchentte		
67.	Is waste bin empty?		N/A
68.	Are tables wiped clean including legs or bases?		N/A
69.	Is microwave clean internally and externally?		N/A
70.	Is refrigerator clean wiped externally?		N/A
71.	Is floor area vacuumed or swept clean and mopped?		N/A
72.	Are windows and glass doors clean?		N/A
73.	Is sink area clean and wiped clean - includes tapware and surrounds?		N/A
	Meeting room & Nooks or Seating Areas		
74.	Are waste bins in area empty to 50% and lined	(1/1)	YES
75.	Is floor surface cleaned	(1/1)	YES

69%-100%:

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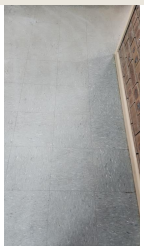
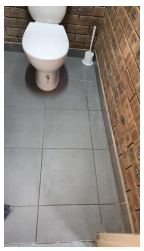
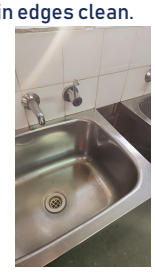
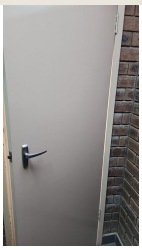
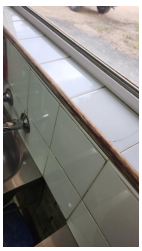
	 20 Jul 26 08:31 AM		
76.	Are tables and chairs cleaned	(1/1)	YES
	TOILET ZONES - MALE / Male / Female / Disabled / Unisex	**(13.0/13.0) 100.0 %**	
77.	Are the floors clean?  20 Jul 26 08:24 AM	(1/1)	YES
78.	Are toilets and urinals clean and sanitized? 20 Jul 26 08:25 AM	(1/1)	YES
79.	Are all basins wiped? Includes Tap sets and surrounds clear of residue and mould and basin edges clean.  20 Jul 26 08:25 AM	(1/1)	YES
80.	Are all waste bins emptied?	(1/1)	YES
81.	Are all cubicle walls clean and sanitized? Includes top ledge clean of dust.	(1/1)	YES
82.	Are all doors clean and sanitized? Includes front of door and back side of door when door is closed.	(1/1)	YES

Q#	QUESTION	SCORE	RESPONSE
	 20 Jul 26 08:25 AM		
83.	Are consumables Hand towel / hand soap / toilet paper supplies restocked?	(1/1)	YES
84.	Are mirrors clean and streak free? Includes tile or wall surface surrounds and frame. 20 Jul 26 08:26 AM	(1/1)	YES
85.	Is hand dryer clean including leading tiles to side and to floor - no splatter marks / drips or residue.	(1/1)	YES
86.	Are consumable dispensers clean? Free of dust and marks - Includes wall tiles or partition walls below units.	(1/1)	YES
87.	Are ventilation fans clean and free of dust?	(1/1)	YES
88.	Are window louvres free of dust? Includes wet wipe of window sills.  20 Jul 26 08:26 AM	(1/1)	YES
89.	Are spare toilet rolls clearly evident in Toilet cubicle / on cisterns / or on vanity as spare for each toilet unit?	(1/1)	YES
	PASSAGE WAY AREAS Carpet or hard floor areas included	**(2.0/2.0) 100.0 %**	
90.	Is floor vacuumed or swept?	(1/1)	YES
91.	Are skirting boards wet wiped and clean of dust and grime?	(1/1)	YES
	EXTERNAL ZONES TO 3 Includes all seating and table zones	**(5.0/5.0) 100.0 %**	
92.	Are concrete areas clean to entrance door way?	(1/1)	YES
93.	Is glass clean?	(1/1)	YES

69%-100%:

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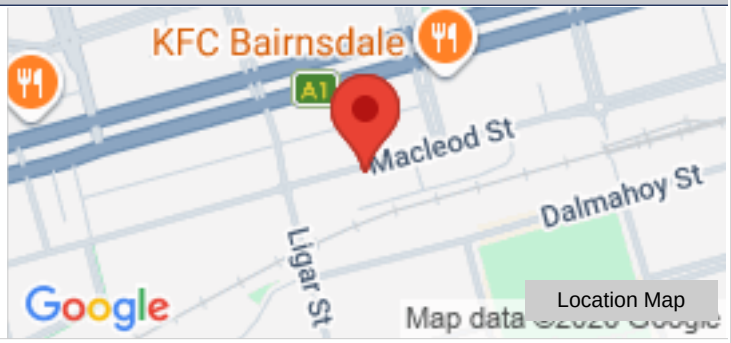
	20 Jul 26 08:32 AM		
94.	Are external bin sets clean on top and sides?		N/A
95.	Are bins empty?		N/A
96.	Is seating wet wiped?	(1/1)	YES
97.	Are tables wet wiped?	(1/1)	YES
98.	Is general Area free of rubbish and dirt	(1/1)	YES

DECLARATION

Bethany Bradley
(James Cameron)



69%-100%: