

COMMERCIAL CLEANING CHECKLIST

RECEPTION

- Straighten entryway mats
- Clean front door/window glass inside and out
- Dust reception area hard surfaces
- Vacuum all carpets and rugs
- Sweep all hard surface flooring
- Wipe down/disinfect phones
- Empty all trash cans, replace liners

OFFICE / CUBICLES

- Dusting filing cabinets, tables, and other hard surfaces
- Vacuum all carpet and sweep hard surface flooring
- Dust desk, countertops, and all flat surfaces
- Dust computer areas (fax machines, copiers)
- Wipe down/disinfect all phones
- Empty all trash cans, replace liners

BREAKROOM

- Wipe/disinfect all hard surfaces
- Sweep/mop hard surface flooring
- Wipe/disinfect outside and inside microwave
- Straighten items on countertop
- Refill paper products and soap dispensers
- Empty all trash cans, replace liners

CONFERENCE ROOM

- Dusting filing cabinets, tables, and other hard surfaces
- Vacuum all carpet and sweep hard surface flooring
- Vacuum upholstered furniture
- Dust tables, countertops, and all flat surfaces
- Wipe down/disinfect all phones
- Empty all trash cans, replace liners

RESTROOMS

- Clean/disinfect all hard surfaces
- Sweep/mop hard surface flooring
- Wipe/disinfect stall partitions
- Clean/disinfect urinals and toilets
- Refill all paper products and soap dispensers
- Test hand dryers, report if not working
- Empty all trash cans, replace liners

