

# COMMERCIAL CLEANING CHECKLIST

## GENERAL OFFICE CLEANING

CLEAN INTERIOR/EXTERIOR FRONT DOOR

VACUUM ALL CARPETED AREAS

VACUUM & MOP FLOOR/HARD SURFACES

DUST/POLISH FURNITURE

REMOVE COBWEBS

DUST WINDOW SILLS

DUST LIGHT FIXTURES

DUST BLINDS

CLEAN AND DISINFECT ALL LIGHT SWITCHES, KICK PLATES

WIPE AND SANITIZE ALL DOOR HANDLES

DUST DECOR, SHELVING

DUST BASEBOARDS

VACUUM & CLEAN HARD SURFACE STAIRS

WIPE DOWN COMPUTER MONITORS

EMPTY AND RELINE ALL TRASH

## KITCHEN CLEANING

CLEAN ALL COUNTERTOPS

CLEAN OUTSIDE OF REFRIGERATOR

CLEAN OUTSIDE OF DISHWASHER

WIPE OFF COFFEE MAKER & TOASTER INSIDE AND OUT

CLEAN/DISINFECT AND SHINE SINK AND FAUCETS

CLEAN INSIDE/OUTSIDE OF MICROWAVE

WIPE OFF OUTSIDE CABINETS

WIPE OFF TABLE AND CHAIRS

REPLACE PAPER TOWELS

## RECEPTION/CONFERENCE ROOMS

CLEAN ENTRANCE DOORS

CLEAN MIRRORS/DUST PICTURES

CLEAN COUNTERTOPS

ARRANGE MAGAZINES

DUST RECEPTIONIST DESK AND FURNITURE

DISINFECT ALL TELEPHONES

## BATHROOM

CLEAN/DISINFECT INTERIOR/EXTERIOR TOILET, URINALS

CLEAN/DISINFECT COUNTER/SINK

CLEAN AND POLISH MIRRORS

CLEAN STALL PARTITIONS AND WALLS

REFILL HAND SOAP AND PAPER TOWELS

RESTOCK TOILET PAPER

HELP REORDER/BUY SUPPLIES