

Commercial Cleaning Checklist

Break Room/Kitchen

- Sanitize Sinks, Countertops, Tables and Front of Cabinets
- Damp Wipe Outsides of Large & Small Appliances
- Clean and Sanitize Chairs
- Clean Inside of Refrigerator
- Clean and Sanitize Garbage Cans

Floors

- Resilient/Tile/All Hard Flooring – (Sweep, Mop)
- Carpet (Vacuum)
- Mats (Vacuum)
- Detail Vacuum (Hard to Reach Areas)

Office Areas

- Empty Trash (Replace Liners)
- Drinking Fountains (Sanitize, Polish)
- (All Horizontal Surfaces) Desks, Tables, File Cabinets Dust
- High Dust (Vents, Lights, Corners, Blinds, Items on Walls)
- Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)
- Cleared Desks, Tables (Wipe, Sanitize)
- Light Switches, Phones, High Touch Surfaces (Sanitize)
- Kick Plates (Polish)
- Baseboards (Dust)

Restrooms

- Empty Trash (Replace Liners)
- Sinks, Countertops, Toilets, Urinals (Clean, Sanitize, Polish)
- Glass, Mirrors, Chrome (Clean, Polish)
- Dispensers: Soap, Tissue, Towels (Fill, Clean, Sanitize)
- Partitions (Sanitize, Dust)
- Doors, (Sanitize)
- Door Handles, Light Switches (Sanitize)

Windows

- Interior
- Exterior (Entrance ways only)
- Office Glass (Spot Clean Fingerprints)

Closing Checklist

- Turn off designated lights
- Lock Entrances, Exits