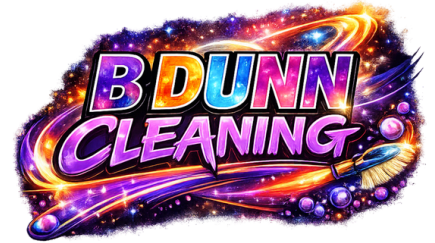


Cleaning Services

COMMERCIAL OFFICE



CLEANING CHECKLIST

FOR :	PHONE NO :
DATE OF SERVICE :	LOCATION :

Routine/Recurring Cleaning **Restrooms**

- Stock towels, tissue, and hand soap
- Empty sanitary napkin receptacles and wipe with disinfectant
- Dust partitions, top of mirrors and frames
- Toilets and urinals to be cleaned and sanitized inside and outside
- Empty trash receptacles and wipe receptacle
- Remove splash marks from walls around basins
- Sweep restroom floor
- *Clean and polish mirrors**
- *Scour and sanitize all basins (toilets and sinks). Polish**
- *Mop, and rinse restroom floors with a disinfectant** (*Once a week)

Kitchen/BreakRoom

- Damp wipe countertops to remove beverage rings and spillage
- Clean and wipe tables and chairs
- Spot clean walls near trash receptacles
- Clean and sanitize sink. Polish fixtures
- Sanitize and clean cabinets and exterior of appliances to present a neat appearance
- All trash receptacles are to be emptied and trash removed to a collection point
- Clean fronts, tops, and sides of trash receptacles with a disinfectant
- Dust mop hard surface floors/Damp mop hard surface floors,remove spillage from soiled areas
- *Wet mop and sanitize hard surface floors** (*Once a week)

Offices, Lobby, Conference Room

- Clean and polish drinking fountain/water cooler
- Sweep hard surface floor, Vacuum Carpeting
- Empty all trash bins and replace liners as needed. Remove trash to a collection point.
- Make sure every trash bin has extra liners.
- At entrance area, Inspect and pick up as needed
- Final Walkthrough and all trash is taken to designated dumpster
- Dust telephones and sanitize thoroughly
- *Clean and disinfect switches, outlets, and handles.**
- *Thoroughly dust all horizontal surfaces, files, windowsills, chairs, tables, pictures and all manner of furnishings**
- *Clean and sanitize all horizontal surfaces** (*Once a week)

ADD-ONS(EXTRA COST)

- | | |
|---|--|
| <input type="checkbox"/> YARD/ PARKING LOT PICKUP | <input type="checkbox"/> INTERIOR PANTRY CLEAN |
| <input type="checkbox"/> COMPLETE INTERIOR WINDOW CLEAN | <input type="checkbox"/> INTERIOR OVEN CLEAN |
| <input type="checkbox"/> INTERIOR FRIDGE CLEAN | <input type="checkbox"/> WASH DISHES |

◆ Desktop screens **and** desk shall only be cleaned if requested in contract

Cleaning Services

DEEP CLEANING

CHECKLIST(COMMERCIAL)



CLIENT NAME :	PHONE NO :
DATE OF SERVICE :	PROPERTY ADDRESS :

Deep Cleaning Restrooms

- Stock towels, tissue, and hand soap
- Empty sanitary napkin receptacles and wipe with a disinfectant
- Dust partitions, top of mirrors and frames
- Clean and polish mirrors
- Clean Cabinets
- Scour and sanitize all basins (toilets and sinks). Polish
- Toilets and urinals to be cleaned and sanitized inside and outside
- Remove fingerprints and marks from around light switches and doorframes
- Remove splash marks from walls around basins
- Empty trash receptacles and wipe receptacle
- Sweep hard surface floor, vacuum carpeting, mop thoroughly

Kitchen/BreakRoom

- Deep clean all appliances (oven, refrigerator, microwave, dishwasher) inside and out.
- Scrub, wipe, and sanitize countertops
- Dust and wipe down all surfaces, including baseboards, trim, and doors.
- Dust and clean furniture, shelves, and decor.
- Clean and wipe tables and chairs
- Clean walls near trash receptacles
- Clean and sanitize sink. Polish fixture
- Clean cabinets and exterior of appliances to present a neat appearance
- All trash receptacles and recycling bins are to be emptied and trash removed to a collection point
- Clean fronts, tops, and sides of trash receptacles and recycling bins with a disinfectant
- Sweep, vacuum, and mop floors thoroughly.
- Clean and disinfect switches, outlets, and handles.

ADD-ONS(EXTRA COST)

- | | |
|---|--|
| <input type="checkbox"/> YARD/ PARKING LOT PICKUP | <input type="checkbox"/> INTERIOR PANTRY CLEAN |
| <input type="checkbox"/> COMPLETE INTERIOR WINDOW CLEAN | <input type="checkbox"/> INTERIOR OVEN CLEAN |
| <input type="checkbox"/> INTERIOR FRIDGE CLEAN | <input type="checkbox"/> WASH DISHES |

◆ Desktop screens **and** desk shall only be cleaned if requested in contract

Cleaning Services

DEEP CLEANING

CHECKLIST(COMMERCIAL)



CLIENT NAME :	PHONE NO :
DATE OF SERVICE :	PROPERTY ADDRESS :

Deep/MonthlyCleaning

Offices, Lobby, Conference Room

- Thoroughly dust all horizontal and vertical surfaces, files, windowsills, chairs, tables, pictures and all manner of furnishings
- Clean and sanitize horizontal and vertical surfaces as needed
- Clean and polish drinking fountain/water cooler
- Sweep hard surface floor, vacuum carpeting, mop thoroughly
- Remove fingerprints and marks from around light switches and doorframes
- Empty all trash bins and recycling bins and replace liners as needed. Remove trash to a collection point. Make sure every trash bin has extra liners.
- At entrance area, Inspect and pick up as needed
- Final Walkthrough and all trash is taken to designated dumpster

MISCELLANEOUS

- Dust along ceiling and corners for cobwebbs
- Sanitize all high-touch surfaces (doorknobs, handles, remote controls)
- Sanitize and clean baseboards

OTHERS:
