COMMERCIAL CLEANING CHECKLIST

Client								
Key Information: Alarm Code is 0000								
Misc Information:								
Need to Bring: Bring Normal Cleaning Kit								
Frequency		**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saterday**	**Sunday**
Area								
Task								
Dust high reach areas	use extendable duster	☐	☐	☐	☐	☐	☐	☐
Spot clean walls & doors		☐	☐	☐	☐	☐	☐	☐
Dust all trim, including windowsills & door frames		☐	☐	☐	☐	☐	☐	☐
Dust all wall hangings		☐	☐	☐	☐	☐	☐	☐
Spot clean interior window glass		☐	☐	☐	☐	☐	☐	☐
Disinfect all touch areas	light switches, door handles, etc	☐	☐	☐	☐	☐	☐	☐
Dust & clean all horizontal surfaces	counters, tables, desks, shelves, stands, etc. Make sure to move phones, keyboards, etc and clean underneath	☐	☐	☐	☐	☐	☐	☐
Dust & clean all chairs		☐	☐	☐	☐	☐	☐	☐
Dust & clean all baseboards		☐	☐	☐	☐	☐	☐	☐
Sweep / Vacuum floors		☐	☐	☐	☐	☐	☐	☐
Damp mop floors		☐	☐	☐	☐	☐	☐	☐
Empty all trash receptacles & replace liner		☐	☐	☐	☐	☐	☐	☐
Breakroom/ Kitchen								
Task								
Dust high reach areas	use extendable duster	☐	☐	☐	☐	☐	☐	☐
Spot clean walls & doors		☐	☐	☐	☐	☐	☐	☐
Dust all trim, including windowsills & door frames		☐	☐	☐	☐	☐	☐	☐
Dust all wall hangings		☐	☐	☐	☐	☐	☐	☐
Spot clean interior window glass		☐	☐	☐	☐	☐	☐	☐
Disinfect all touch areas	light switches, door handles, etc	☐	☐	☐	☐	☐	☐	☐
Dust & clean all horizontal surfaces	counters, tables, desks, shelves, stands, etc. Make sure to move phones, keyboards, etc and clean underneath	☐	☐	☐	☐	☐	☐	☐
Dust & clean all chairs		☐	☐	☐	☐	☐	☐	☐
Spot clean all cabinet fronts		☐	☐	☐	☐	☐	☐	☐
Clean exterior of all appliances	move countertop appliances & wipe underneath	☐	☐	☐	☐	☐	☐	☐

Clean interior of microwave		☐	☐	☐	☐	☐	☐	☐
Clean sink & polish faucet		☐	☐	☐	☐	☐	☐	☐
Dust & clean all baseboards		☐	☐	☐	☐	☐	☐	☐
Sweep / Vacuum floors		☐	☐	☐	☐	☐	☐	☐
Damp mop floors		☐	☐	☐	☐	☐	☐	☐
Empty all trash receptacles & replace liner		☐	☐	☐	☐	☐	☐	☐
Bathooms								
Task								
Dust high reach areas	use extendable duster	☐	☐	☐	☐	☐	☐	☐
Spot clean walls & doors		☐	☐	☐	☐	☐	☐	☐
Dust all trim, including windowsills & door frames		☐	☐	☐	☐	☐	☐	☐
Dust all wall hangings		☐	☐	☐	☐	☐	☐	☐
Spot clean interior window glass		☐	☐	☐	☐	☐	☐	☐
Clean mirrors		☐	☐	☐	☐	☐	☐	☐
Clean & disinfect all surfaces		☐	☐	☐	☐	☐	☐	☐
Clean vents	if reachable	☐	☐	☐	☐	☐	☐	☐
Clean & disinfect all restroom fixtures		☐	☐	☐	☐	☐	☐	☐
Refill all dispensers		☐	☐	☐	☐	☐	☐	☐
Refill paper towels & toilet paper		☐	☐	☐	☐	☐	☐	☐
Clean toilet, including base & behind		☐	☐	☐	☐	☐	☐	☐
Clean baseboards		☐	☐	☐	☐	☐	☐	☐
Sweep / Vacuum floors		☐	☐	☐	☐	☐	☐	☐
Damp mop floors		☐	☐	☐	☐	☐	☐	☐
Empty all trash receptacles & replace liner		☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐
Extras		☐	☐	☐	☐	☐	☐	☐
Floors Cleaned		☐	☐	☐	☐	☐	☐	☐
Hair Mats Cleaned		☐	☐	☐	☐	☐	☐	☐
Baseboards Cleaned		☐	☐	☐	☐	☐	☐	☐
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