



Commercial Cleaning Service **CLEANING CHECKLIST**

Office and Reception Areas

Your reception area represents your customer's first impression. You want it to always be bright, clean and inviting. Every individual needs a clean work environment. A well organized and clean workplace helps to make everyone more productive. Cleaning tasks for the reception area and office spaces include:

- Empty waste receptacles and replace liners. Wash as needed.
- Vacuum all carpets and mats
- Vacuum all hard floors
- Dust all horizontal surfaces of desks, chairs, tables and other furniture
- Damp wipe all horizontal surfaces with disinfectant
- Mop all hard floors with disinfectant
- Remove cobwebs from front entry and immediate surrounding areas
- Remove fingerprints and marks from around light switches and door frames
- Clean automatic glass doors inside and out
- Wipe all internal glass
- Polish all brass and bright work on doors and cabinets
- Spot clean walls and painted surface
- Collect all garbage, papers, bottles etc. from front entrance
- Ensure all areas are clean & arranged neatly

Kitchen, Breakroom & Restrooms

A clean and sanitized washroom is a must in any working environment to ensure safety and reduce the risk of spreading germs. Same thing goes for a kitchen or break room where employees eat. It is imperative that this space be clean and sanitary even if no food preparation is done there.

- Stock toilet tissue, hand towels, facial tissues and hand soap
- Empty waste receptacles and wipe if needed and replace bin liners as required
- Clean and polish mirrors
- Wipe hand towel dispensers/hand dryers
- Wipe down doors and sills – remove all dust and prints
- Clean and sanitize all basins. Polish all bright work
- Dust partitions, tops of mirrors and frames
- Remove splash marks from walls and partitions around basins
- Mop clean restroom and kitchen floors with disinfectant
- Elevator and Stairs
- Remove garbage from all areas
- Polish all brass and bright work
- Spot clean internal glass in doors
- Vacuum and mop all hard floors
- Toilets and urinals to be cleaned and disinfected on both sides and disinfected/sanitized and wiped dry

What we do not clean

- Spaces under furniture/sofas unreachable by vacuum
- Windows or walls
- Inside cabinets
- Inside closets (will be vacuumed/mopped if empty)
- Any outside areas (only the front/back door)
- Under heavy furniture
- Small items
- Dishes (will be placed in dishwasher, not hand-washed)
- Books will not be removed from the shelf
- We do not polish furniture, only clean it
- We do not scrape off paint
- We do not climb higher than two-step ladder; higher items will be dusted with an extension duster
- For health reasons, we WILL NOT clean blood, feces, vomit or urine from neither humans nor animals