

BUSINESS CLEANING CHECKLIST

Reception area/Foyer:

- Wood floors dusted/mopped, carpets vacuumed
- Clean front entrance glass
- Cobwebs removed from baseboards/ceiling
- Furniture dusted (if applicable)
- Ledges / frames/ picture frames
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Lunch/ Kitchen Areas:

- Countertops cleaned
- Sinks cleaned and disinfected, chrome shined
- Refrigerator front/visible sides cleaned and shined
- Dishwasher wiped out, front cleaned and shined
- Microwave wiped inside and out, front cleaned and shined
- Floors vacuumed and mopped
- Cobwebs removed from baseboards, ceiling
- Cabinets (outside) cleaned, polished
- Kitchen furniture (tables, chairs, desk) wiped
- Doors and frames spot cleaned from fingerprints
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Restrooms:

- Clean and sanitize restrooms using germicidal cleaner
- Vanity cleaned and disinfected
- Sinks cleaned and disinfected
- Clean and polish all mirrors and bright work
- Sweep and mop floors
- Clean and sanitize all toilets, urinals, wash basins, walls, and partitions
- Refill all paper, soap and sanitary napkin dispensers
- Empty all trash baskets and replace liners – place trash in designated areas
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Inner Office areas:

- Empty all trash baskets and replace liners – place trash in designated areas
- Spot clean walls and carpets
- Dry sweep and wet mop all floors
- Clean water fountains and/or coolers
- Clean interior wall glass excluding outer wall glass
- Dust ceiling air vent returns
- Disinfect all telephones
- Dust high and low all work stations (ceiling to baseboard) Clean all office equipment (copiers, fax machines, file cabinets, etc.
- Dust all desks, lamps and lamp shades, chair rungs, well bases, low moldings, sills, picture frames and partition tops
- Dust all wall clocks
- Vacuum floors & crevices
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Conference room:

- Clean & refill (if supplies provided) refreshment station
- Dust and polish all tables
- Disinfect all telephones
- Empty all trash baskets and replace liners – place trash in designated areas
- Sweep/wet mop all floors
- Dust and clean all lamps and shades (if applicable)
- Dust all chairs, chair rungs, well bases, low moldings, sills, picture frames
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Production areas:

- Clean all countertops
 - Clean and disinfect lunch/break areas (refer to lunch/kitchen section on left)
 - Clean and disinfect all restrooms (refer to restroom section on left)
 - Sweep all floors and mop floors (if applicable)
 - Vacuum all carpeted areas
 - Dust all furniture – chairs, chair rungs, desks, low moldings, sills, picture frames (if applicable)
 - Empty all trash baskets and replace liners
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