

# Commercial Cleaning Checklist

By Fae Fisher

- Daily Cleaning
  - Clean and disinfect all bathrooms.
  - Clean and disinfect inside and outside of toilets.
  - Clean mirror, counter top and edges in the bathroom.
  - Disinfect all sinks.
  - Wipe paper towel dispenser, wipe doors, wipe door handle's inside and outside and light switches.
  - Sweep and mop bathroom floors.
  - Clean, sweep and mop all general locations.
  - Dust accessible windowsills, baseboards and other flat surfaces.
  - Vacuum carpet runner.
  - Wipe light switches, door handles and doors.
  - Clean cigaretts from urn on porch.
  - Clean and polish drinking fountains.
  - Clean glass doors, all windows and window seals.
- Semi-Weekly Cleaning
  - Wipe and disinfect work desks, phones, computers, printers and file cabinets.
  - Sweep and Vacuum all offices.
  - Vacuum door runner.
  - Dust accessible windowsills, baseboards and other flat surfaces.
  - Wipe and disinfect bookshelf.
  - Clean and disinfect table and counter top in the kitchen area.
  - Clean and disinfect the outside of refrigerator.
  - Sweep and mop floor.