Commercial Cleaning Checklist

Created: 12/26/2011

# Tasks:

☐ **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.**