



Office: (716) 579-6659
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* Please note reachable areas are within a 2-3 step stool limit

Standard Office Cleaning Checklist

Offices, Lobby, Conference Rooms

Empty all trash receptacles and replace liners (provided by client). Remove trash to a collection point.
 Empty all recyclables. Remove recyclables to a collection point.
 Vacuum all carpeted areas (including furniture if applicable) including baseboards
 Vacuum / Dust Mop all hard flooring with treated dust mop.
 Microfiber mop all hard flooring
 Clean and polish drinking foundations/water coolers
 Dust Blinds, Ceiling Fans, Windows Sills, Door Frames, Light Fixtures
 Damp wipe all horizontal surfaces (to remove coffee rings, debris, spillage's, etc.)
 Dust Telephones, Printer Equipment Tops, Filing Systems, Monitors, Keyboards
 Damp wipe entryway and clean fingerprints from entrance glass (doors/windows)
 Spot clean partition glass (sidelights) after initial clean, 1x month thereafter or as needed
 Inspect and pick up, straighten as needed, building entrance area

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Restrooms

Stock towels, tissue, and hand soap (provided by client)
 Empty sanitary napkin receptables and wipe with disinfectant
 Empty and reline (provided by client) trash receptables and wipe down
 Clean and polish mirrors/glass
 Wipe towel cabinet covers/holders
 Toilets/Urinals cleaned and sanitized top to bottom behind and forward inc. water pipes
 Clean and sanitize all sinks, polish fixtures chrome/stainless
 Damp wipe/dust partitions, ledges, frames, hinges, doorframes, window sills
 Remove splash marks from walls around sinks, backsplashes, nearby walls
 Mop restroom flooring with disinfectant

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Lunch/Breakroom/Kitchenettes

Empty all trash receptacles and replace liners (provided by client). Remove trash to a collection point.
 Empty all recyclables. Remove recyclables to a collection point.
 Clean fronts, tops, and sides of trash receptacles with a disinfectant
 Spot clean walls near trash receptables
 Dust mop/vacuum hard surfaces with a treated dust mop including baseboards
 Damp mop hard surface floors to remove spillage from soiled areas
 Clean and wipe down all tables and chairs
 Damp wipe countertops to remove coffee rings and spillages
 Clean and polish drinking fountains/water coolers
 Hand wash dishes left in sink (will place on towel next to or put away w/permission)
 Clean outside of all appliances, including small appliances, interior of microwaves
 Spot clean outside of all cabinetry
 Clean and sanitize all sinks, polish fixtures chrome/stainless

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* All flooring is cleaned using a PH neutral floor cleaner to protect all flooring types
 * All dusting is performed using wood safe polishes
 * Please let us know if you'd like to request a specialty cleaner or procedure
 (i.e. floor-mate scrubbing, old English polished)