

Comprehensive Commercial Cleaning Checklist

DAILY TASKS:



Reception and Common Areas:

- Empty and replace trash can liners.
- Disinfect door handles, light switches, and high-touch surfaces.
- Clean reception desk and lobby furniture.
- Vacuum carpets; sweep and mop hard floors.
- Dust all horizontal surfaces; clean glass surfaces.



Offices and Cubicles:

- Empty and replace trash can liners.
- Dust furniture; disinfect phones, keyboards, and mice.
- Spot clean walls; vacuum carpets; sweep and mop floors.



Restrooms:

- Restock supplies (toilet paper, towels, soap).
- Empty and replace sanitary bin liners.
- Disinfect toilets, urinals, sinks; wipe mirrors.
- Mop floors; check vents and fans.



Kitchen/Break Room:

- Empty and replace trash can liners.
- Disinfect countertops, sinks; wipe appliances.
- Restock disposables; clean tables and chairs.
- Sweep and mop floors.

WEEKLY TASKS:



All Areas:

- Deep clean carpets and upholstery using steam or shampoo.
- Wash interior windows and glass doors.
- Clean walls and painted surfaces.
- Detailed dusting of all light fixtures and high surfaces.

MONTHLY TASKS:



Reception and Common Areas:

- Clean fabric and leather furniture thoroughly.
- Condition leather furniture.
- Clean under all movable furniture and fixtures.



Offices and Cubicles:

- Deep clean fabric partitions and chair fabrics.
- Dust and clean computer CPU, monitor vents, and peripherals.



Restrooms:

- Deep clean and descale all plumbing fixtures.
- Inspect and clean floor drains.



Kitchen/Break Room:

- Clean inside refrigerators and microwaves.
- Descalcify sinks and faucets; clean behind appliances.

QUARTERLY TASKS:



Entire Facility:

- Inspect and clean heating, ventilation, and air conditioning (HVAC) systems.
- Clean external areas including sidewalks and parking lots.
- Deep clean and wax hard surface floors.



Reception and Common Areas:

- Shampoo or replace entrance mats.



Restrooms:

- Seal grout lines if applicable.



Kitchen/Break Room:

- Deep clean entire area, focusing on grease traps and ventilation systems.

SEMI-ANNUAL TASKS:



Entire Facility:

- Test and service all emergency and exit lights.
- Check and repair seals around windows and doors.



Kitchen/Break Room:

- Clean and service all major appliances and systems.

CLOSING PROCEDURES:

- Ensure all security protocols are followed.
- Verify that all doors and windows are secured.
- Check that all cleaning tools and materials are stored properly.



Summit Janitorial has been a trusted name in cleaning services across Upstate South Carolina for nearly 30 years. We offer personalized, reliable cleaning solutions with a dedicated team familiar with your facility, ensuring consistent, superior quality. Need help keeping your space immaculate with regular cleaning? Let us customize a plan that fits your needs. Contact Summit Janitorial today to learn more and get started!