# **Comprehensive Commercial Cleaning Checklist**

#### **DAILY TASKS:**

Empty and replace trash can liners.	Vacuum carpets; sweep and mop hard floors.
Disinfect door handles, light switches, and high-touch surfaces.	Dust all horizontal surfaces; clean glass surfaces.
Clean reception desk and lobby furniture.	
Offices and Cubicles:	
Empty and replace trash can liners.	Spot clean walls; vacuum carpets; sweep and mop floo
Dust furniture; disinfect phones, keyboards, and mice.	
Restrooms:	
Restock supplies (toilet paper, towels, soap).	Disinfect toilets, urinals, sinks; wipe mirrors.
Empty and replace sanitary bin liners.	Mop floors; check vents and fans.
Kitchen/Break Room:	
Empty and replace trash can liners.	Restock disposables; clean tables and chairs.
Disinfect countertops, sinks; wipe appliances.	Sweep and mop floors.

Clean walls and painted surfaces.

Detailed dusting of all light fixtures and high surfaces.

Deep clean carpets and upholstery using steam or shampoo.

Wash interior windows and glass doors.

## **MONTHLY TASKS:**

<u>_</u>	Reception and Common Areas:		
	Clean fabric and leather furniture thoroughly.		Clean under all movable furniture and fixtures.
	Condition leather furniture.		
III	Offices and Cubicles:		
	Deep clean fabric partitions and chair fabrics.		Dust and clean computer CPU, monitor vents, and peripherals.
<b>-</b>	Restrooms:		
	Deep clean and descale all plumbing fixtures.		Inspect and clean floor drains.
Ψ1	Kitchen/Break Room:		
	Clean inside refrigerators and microwaves.		Descale sinks and faucets; clean behind appliances.
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Ħ	•	.Y T	ASKS:  Clean external areas including sidewalks and parking lots.
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#### **SEMI-ANNUAL TASKS:**



#### **Entire Facility:**

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Test and service all emergency and exit lights.

Check and repair seals around windows and doors.



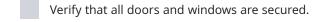
#### Kitchen/Break Room:

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Clean and service all major appliances and systems.

### **CLOSING PROCEDURES:**

Ensure all security protocols are followed.



Check that all cleaning tools and materials are stored properly.

