

# Daily Cleaning Checklist for Commercial Spaces



## Reception and Common Areas:

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



## Offices and Cubicles:

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



## Restrooms:

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- 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:

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



## Hallways and Stairwells:

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- Sweep and mop floors; vacuum carpets.
- Wipe handrails and light switches; dust surfaces.



## Additional Points:

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- Inspect premises for issues; report necessary repairs.
- Organize cleaning supplies; secure all doors and windows.



**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!