



Commercial Cleaning Checklist

Per Agreement

Client/Company Name: _____

Location/Address: _____

Date of Service: _____

Service Frequency: Daily Weekly Monthly Other: _____

Lobby:

- Clean countertops
- Sweep/vacuum/mop floor
- Clean front entrance door inside and out
- Dust décor, shelving, lamps, furniture
- Empty trash baskets and replace liners

Kitchen:

- Clean countertops
- Sweep/vacuum/mop floor
- Clean and disinfect sinks, faucets, and fixtures
- Clean and shine appliances
- Clean microwave inside and out
- Clean coffee pot inside and out
- Dust decor, shelving, lamps, furniture
- Empty trash baskets and replace liners

Restrooms:

- Clean and disinfect countertops
- Sweep/vacuum/mop floor
- Clean and disinfect sinks, fixtures, and mirrors
- Clean and disinfect toilets and urinals
- Refill toilet paper, soap, and sanitary supplies
- Empty trash baskets and replace liners

Offices:

- Clean countertops
- Sweep/vacuum/mop floor
- Clean interior windows/glass
- Dust desk, shelving, lamps, furniture
- Dust and clean office equipment and appliances
- Clean and polish light fixtures and glass
- Empty trash baskets and replace liners

Conference Room:

- Clean countertops
- Sweep/vacuum/mop floor
- Disinfect all telephones
- Dust décor, shelving, lamps, furniture
- Empty trash baskets and replace liners

Monthly:

- Dust hard-to-reach areas (lights, vents)
- Dust baseboards
- Vacuum/dust upholstered furniture
- Clean inside and out of refrigerator

Other:

- _____
- _____
- _____
- _____