

Facility _____ Date _____ Completed by _____

Daily**Reception & lobby**

- Empty all waste bins and replace liners
- Disinfect reception desk, phones and sign-in surfaces
- Wipe visitor seating, armrests and side tables
- Disinfect door handles, push plates and entry hardware
- Spot-clean entry glass on both sides
- Vacuum entry mats and high-traffic carpet
- Mop hard floors in lobby and entryway

Workstations & offices

- Empty trash and recycling at every desk
- Dust accessible horizontal surfaces
- Disinfect shared keyboards, phones and AV equipment
- Wipe shared and hot-desk surfaces
- Vacuum carpets; sweep or mop hard floors

Breakroom & kitchen

- Disinfect countertops, tables and chair backs
- Clean sinks and faucets with an EPA-registered disinfectant
- Wipe appliance exteriors (microwave, fridge, coffee maker)
- Disinfect appliance handles and shared buttons
- Empty trash and recycling; replace liners
- Sweep and mop hard floors

Restrooms

- Disinfect toilets, urinals and flush handles
- Sanitize sinks, faucets and counters
- Clean mirrors; polish chrome fixtures
- Restock soap, paper towels, toilet paper and seat covers
- Disinfect door handles, stall partitions and dispensers
- Empty trash and sanitary waste containers
- Mop and disinfect floors, including corners and baseboards

High-touch surfaces

- Disinfect light switches and thermostat controls
- Wipe elevator call buttons and cabin controls
- Sanitize stairwell handrails throughout the building
- Wipe conference table surfaces and AV remotes
- Disinfect vending machine and water dispenser buttons

Weekly**Floors & dusting**

- Detail-vacuum carpets including edges, corners and under furniture
- Mop hard floors with appropriate cleaner for the floor type
- Spot-treat carpet stains before they set
- Sweep and mop stairwells and service corridors
- Dust baseboards, door frames, vent covers and high horizontal surfaces

Glass & hardware

- Clean interior glass partitions and conference room walls
- Wipe interior windows and window sills
- Polish metal door frames, kick plates and entry hardware

Breakroom deep clean

- Clean microwave interior including turntable and vents
- Wipe refrigerator interior where accessible
- Descale coffee makers per manufacturer guidance

Restroom detail

- Scrub tile grout lines to prevent mold and mildew buildup
- Clean tile walls and stall partitions top to bottom
- Polish chrome fixtures and mirrors to a streak-free finish
- Disinfect trash receptacles inside and out

Monthly

Floors

- Carpet extraction in high-traffic areas
- Machine-scrub hard floors; strip and refinish as scheduled
- Burnish or re-coat resilient floor finishes in high-wear zones

Air quality & surfaces

- High-dust light fixtures, ceiling corners and HVAC grilles
- Vacuum fabric chairs, sofas and partitions with HEPA equipment
- Full interior window detail cleaning

Supplies & equipment

- Restock and audit janitorial supply closets
- Inspect vacuum belts, filters and spray equipment
- Verify cleaning product dilutions; replace expired stock

Quarterly & Annual

- Pressure-wash building exterior, sidewalks and parking areas
- Restore tile and grout in high-wear areas
- Full exterior window cleaning
- Annual HVAC duct cleaning and filter service
- Inspect and touch up floor finishes (strip and wax as needed)