

Facility _____ Date _____ Completed by _____

Reception

- Dust and wipe reception desk, chairs and tables
- Clean glass doors, partitions and windows (remove fingerprints and smudges)
- Vacuum carpets and rugs including corners
- Mop and disinfect hard floors
- Empty trash bins and replace liners; straighten reading materials

Offices & Conference Rooms

- Wipe and sanitize desks, chairs and conference tables
- Dust shelves, cabinets and other surfaces
- Disinfect shared phones, keyboards and remote controls
- Vacuum carpets; mop hard floors
- Empty bins and replace liners; remove cobwebs and dust fixtures

Restrooms

- Disinfect toilets, urinals and sinks
- Clean mirrors and polish metal fixtures
- Restock toilet paper, hand soap and paper towels
- Mop and sanitize floors with disinfectant
- Empty sanitary bins; spot-clean walls, partitions and doors

Break Rooms & Kitchens

- Wipe tables, counters and chairs with disinfectant
- Sanitize sinks; clean microwave, fridge and toaster interiors regularly
- Sweep, mop or vacuum floors daily
- Empty bins and replace liners
- Restock dish soap, paper towels and sponges

Common Areas & Hallways

- Vacuum or mop floors
- Wipe light switches, handrails and door handles
- Dust artwork, shelving and decorative items
- Clean glass partitions and interior windows
- Straighten chairs and remove clutter

Periodic Deep Cleaning

- Steam-clean carpets, rugs and upholstered furniture
- Wash interior and exterior windows quarterly
- Dust vents, blinds and ceiling fans
- Polish wooden furniture and surfaces
- Clean behind heavy appliances and furniture
- Service HVAC systems to improve air quality