

ENTRY & COMMON AREAS

- Dust entry table, ledges, frames
- Clean glass doors (inside/outside as needed)
- Wipe light switches & door handles
- Vacuum or sweep/mop floors
- Spot-clean walls & baseboards
- Empty trash & replace liners

WORKSPACES / OFFICES

- Dust desks (clear surfaces only)
- Wipe desks, chairs, phones, keyboards (disinfect)
- Dust monitors, printers, copiers
- Clean glass partitions (if applicable)
- Empty trash & recycling
- Vacuum carpets / mop hard floors

CONFERENCE ROOMS

- Clean conference table
- Wipe chairs & armrests
- Clean screens, remotes, whiteboards
- Dust ledges & décor
- Vacuum or mop floors

- Empty trash

BREAK ROOM / KITCHENETTE

- Clean & disinfect countertops
- Wipe cabinet fronts (spot clean)
- Clean sink & faucet
- Exterior wipe of fridge, microwave, coffee maker
- Clean tables & chairs
- Empty trash & recycling
- Sweep & mop floors

RESTROOMS

- Clean & disinfect toilets & urinals
- Clean sinks & faucets
- Clean mirrors & dispensers
- Refill soap, paper towels, toilet paper (if supplied)
- Empty trash
- Spot-clean walls & partitions
- Sweep & mop floors

FINAL STEPS

- Inspect all rooms
- Re-lock doors (if applicable)
- Set alarm (if applicable)

- Log notes or issues



PERIODIC / ROTATIONAL TASKS

(Monthly / Quarterly – add-on or included depending on contract)

- Baseboards (full detail)
- Interior glass & windows
- Vents & air returns
- Upholstery spot cleaning
- Carpet edge vacuuming
- High dusting (tops of cabinets, frames)
- Fridge interior clean-out
- Deep floor care (scrub/wax if applicable)



EXCLUSIONS

exclude:

- Personal paperwork handling
- File organization
- IT equipment disassembly
- Biohazard cleanup (unless contracted)
- Heavy furniture moving

✨ OPTIONAL ADD-ON CHECKLISTS

Select From the Following:

- Restroom supply restocking
- Day porter services
- Sanitization-only visits
- After-hours lockup checks
- Light maintenance reporting (Phil's strength)