

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
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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
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CONFERENCE ROOMS

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

- ☐ Empty trash
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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
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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
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FINAL STEPS

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

- ☐ Log notes or issues
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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)
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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)