

Professional Cleaning Checklist

Company Name: _____ Date of Service: _____
 Crew Leader: _____ Crew Members: _____

Reception area/Foyer: (Initials: _____)

- ☐ Wood floors dusted/mopped, carpets vacuumed
- ☐ Clean front entrance glass
- ☐ Cobwebs removed from baseboards/ceiling
- ☐ Furniture dusted (if applicable)
- ☐ Ledges / framed / picture frames
- ☐ _____

Lunch/ Kitchen Areas: (Initials: _____)

- ☐ Countertops cleaned
- ☐ Sinks cleaned and disinfected, chrome shined
- ☐ Refrigerator front/visible sides cleaned and shined
- ☐ Dishwasher wiped out, front cleaned and shined
- ☐ Microwave wiped inside and out, front cleaned and shined
- ☐ Floors vacuumed and mopped
- ☐ Cobwebs removed from baseboards, ceiling
- ☐ Cabinets (outside) cleaned, polished
- ☐ Kitchen furniture (tables, chairs, desk) wiped
- ☐ Doors and frames spot cleaned from fingerprints
- ☐ _____

Restrooms: (Initials: _____)

- ☐ Clean and sanitize restrooms using germicidal cleaners
- ☐ Vanity cleaned and disinfected
- ☐ Sinks cleaned and disinfected
- ☐ Clean and polish all mirrors and bright work
- ☐ Sweep and mop floors
- ☐ Clean and sanitize all toilets, urinals, wash basins, walls, and partitions
- ☐ Refill all paper, soap and sanitary napkin dispensers
- ☐ Empty all trash baskets and replace liners – place trash in designated areas
- ☐ _____

Comments: _____

Inner Office areas: (Initials: _____)

- ☐ Empty all trash baskets and replace liners – place trash in designated areas
- ☐ Spot clean walls and carpets
- ☐ Dry sweep and wet mop all floors
- ☐ Clean water fountains and/or coolers
- ☐ Clean interior wall glass excluding outer wall glass
- ☐ Dust ceiling air vent returns
- ☐ Disinfect all telephones
- ☐ Dust high and low all work stations (ceiling to baseboard)
- ☐ Clean all office equipment (copiers, fax machines, file cabinets, etc.)
- ☐ Dust all desks, lamps and lamp shades, chair rungs, well bases, low moldings, sills, picture frames and partition tops
- ☐ Dust all wall clocks
- ☐ Vacuum floors & crevices
- ☐ _____

Conference room: (Initials: _____)

- ☐ Clean & refill (if supplies provided) refreshment station
- ☐ Dust and polish all tables
- ☐ Disinfect all telephones
- ☐ Empty all trash baskets and replace liners – place trash in designated areas
- ☐ Sweep/wet mop all floors
- ☐ Dust and clean all lamps and shades (if applicable)
- ☐ Dust all chairs, chair rungs, well bases, low moldings, sills, picture frames
- ☐ _____

Warehouse/Production areas: (Initials: _____)

- ☐ Clean all countertops
- ☐ Clean and disinfect lunch/break areas (refer to lunch/kitchen section on left)
- ☐ Clean and disinfect all restrooms (refer to restroom section on left)
- ☐ Sweep all floors and mop floors (if applicable)
- ☐ Vacuum all carpeted areas
- ☐ Dust all furniture – chairs, chair rungs, desks, low moldings, sills, picture frames (if applicable)
- ☐ Empty all trash baskets and replace liners
- ☐ _____

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