

# Commercial Cleaning Checklist

Customer Name \_\_\_\_\_

Service Date/Time \_\_\_\_\_

Team Leader: \_\_\_\_\_

Cleaning Techs: \_\_\_\_\_

BATHROOMS		F	H	H	STALL (2 UNIT)	STALL (3 UNIT)	STALL (4 UNIT)
RECURRING SERVICE VISIT	Remove cobwebs from lights, baseboards and edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Empty garbage; replace bag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean and buff all mirrors and glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean all light switches and door knobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean all light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Polish towel racks, toilet paper holder and wipe shelves; fold toilet paper into triangle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Spray Tub and Tile cleaner; allow to sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Clean front of all cabinets, handles and sills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Scrub and dry sink, counters and soap dish dispenser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Scrub inside and out of toilet and dry outside; clean base of toilet and wipe baseboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacuum, mop or hand-clean floor, including corners and edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INITIAL SERVICE VISIT	Clean all doors and doorways, including trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean all baseboards, vents and tops of radiators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KITCHENETTE & BREAK ROOM		
RECURRING SERVICE VISIT	Remove cobwebs from lights, sills and baseboards	<input type="checkbox"/>
	Empty garbage and replace bags	<input type="checkbox"/>
	Dust all lights, fixtures, ceiling fans and fan blades	<input type="checkbox"/>
	Clean all light switches and doorknobs	<input type="checkbox"/>
	Clean table and chairs	<input type="checkbox"/>
	Clean window over sink and sill	<input type="checkbox"/>
	Clean inside and outside of microwave and/or toaster	<input type="checkbox"/>
	Clean front of all cabinets, handles and sills	<input type="checkbox"/>
	Clean counters and backsplash (move everything)	<input type="checkbox"/>
	Scrub sink and polish chrome	<input type="checkbox"/>
INITIAL SERVICE VISIT	Clean and polish front of refrigerator, including all handles	<input type="checkbox"/>
	Vacuum, clean, and/or mop floors, getting all corners and edges	<input type="checkbox"/>
	Clean top of refrigerator	<input type="checkbox"/>
INITIAL SERVICE VISIT	Clean all doors and doorways, including trim	<input type="checkbox"/>
	Clean all baseboard, vents and tops of radiators	<input type="checkbox"/>
DEEP CLEAN SERVICE VISIT	Clean inside refrigerator (remove and replace everything)	<input type="checkbox"/>
	Clean inside cupboards/pantries (remove and replace items if necessary)	<input type="checkbox"/>
	Clean inside all drawers (remove and replace items if necessary)	<input type="checkbox"/>
	Clean inside all cabinets (remove and replace items if necessary)	<input type="checkbox"/>

MAIN OFFICE/ADMIN AREA  
RECEPTION/ENTRY  
CONFERENCE ROOM  
PRIVATE OFFICE 1  
PRIVATE OFFICE 2  
PRIVATE OFFICE 3  
MISCELLANEOUS ROOM  
COMPUTER ROOM

**COMMON ROOMS**

	MAIN OFFICE/ADMIN AREA	RECEPTION/ENTRY	CONFERENCE ROOM	PRIVATE OFFICE 1	PRIVATE OFFICE 2	PRIVATE OFFICE 3	MISCELLANEOUS ROOM	COMPUTER ROOM
<b>RECURRING SERVICE VISIT</b>								
Remove cobwebs from lights, baseboards and edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust ceiling fan and fan blades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and buff mirrors and glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean light switches and door knobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust lamps, lamp shades, hanging lights, pictures, decor and shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust furniture and wet clean table tops, phones, keyboards and mice (make sure computers are "off")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust knickknacks, pictures and shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean window sills, window frames and chair rails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacuum, clean and/or mop floors, getting all corners and edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INITIAL/DEEP CLEAN SERVICE VISIT</b>								
Clean all doors and doorways, including trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean all baseboards, vents and tops of radiators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Customer Name \_\_\_\_\_

Service Date/Time \_\_\_\_\_

Final Inspection Performed by: \_\_\_\_\_  
TEAM LEADER SIGNATURE

Customer Inspection Completed: \_\_\_\_\_  
CUSTOMER SIGNATURE

Initial Here If Customer Was Not In Office At Time of Job Completion \_\_\_\_\_

**ADDITIONAL ITEMS/NOTES**

ADD-ON ITEMS

Interior Windows (#) \_\_\_\_\_

Interior Glass Doors (#) \_\_\_\_\_

Other (#) \_\_\_\_\_

**NOTES**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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