

Commercial Cleaning Checklist

Facility planning and quality review | Customize to your agreed scope

Facility: _____ Date: _____

Reviewer: _____ Frequency / shift: _____

Entry & shared spaces

- ☐ Remove trash and replace liners within scope
- ☐ Dust accessible surfaces and ledges
- ☐ Clean entry glass and visible fingerprints within scope
- ☐ Vacuum mats and carpets
- ☐ Sweep and mop hard floors as appropriate

Offices & meeting rooms

- ☐ Dust accessible desks and furniture without disturbing personal items
- ☐ Clean agreed touchpoints
- ☐ Empty waste bins
- ☐ Vacuum or sweep and mop as required
- ☐ Return chairs and movable items to agreed positions

Restrooms

- ☐ Clean toilets, urinals, sinks, and fixtures
- ☐ Clean mirrors and accessible counters
- ☐ Restock agreed paper and soap supplies
- ☐ Empty trash and sanitary bins within scope
- ☐ Clean floors and report leaks or supply shortages

Notes / follow-up:

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Breakrooms & kitchens

- ☐ Clean accessible counters and sinks
- ☐ Wipe agreed appliance exteriors
- ☐ Clean tables and other shared surfaces
- ☐ Remove trash
- ☐ Sweep and mop floors

Quality & closeout

- ☐ Check the task list against the agreed scope
- ☐ Inspect corners, glass, mirrors, and floor edges
- ☐ Store products and equipment as directed
- ☐ Report access issues, damage, or incomplete tasks
- ☐ Complete required records and follow the site closing procedure

Periodic work to schedule separately

- ☐ Detail accessible interior glass
- ☐ Plan carpet or machine floor cleaning as needed
- ☐ Review high dusting and other detail work
- ☐ Assess strip-and-finish requirements for suitable floors
- ☐ Revisit scope and frequency when facility use changes

Notes / follow-up:
