CLEAN MESS REPEAT / COMMERCIAL CLEANING

Commercial Cleaning Checklist

A clean, welcoming workplace starts with attention to detail. Our checklist is tailored to your space, schedule, and business needs.

Reception & Common Areas

- [ ] Dust accessible furniture, counters, and shelves.
- [ ] Wipe tables, chairs, and shared surfaces.
- [ ] Remove fingerprints from entry glass and doors.
- [ ] Disinfect door handles, light switches, and other high-touch points.
- [ ] Empty trash bins and replace liners.

Offices & Conference Rooms

- [ ] Wipe clear desk surfaces without disturbing paperwork.
- [ ] Dust accessible office furniture and partitions.
- [ ] Clean conference tables and chair armrests.
- [ ] Empty trash and recycling bins.
- [ ] Vacuum carpets and clean hard floors.

Restrooms

- [ ] Clean and disinfect toilets and urinals.
- [ ] Clean and disinfect sinks, faucets, and counters.
- [ ] Clean mirrors and spot-clean partitions.
- [ ] Disinfect handles and dispenser surfaces.
- [ ] Restock toilet paper, paper towels, and soap using provided supplies.
- [ ] Empty trash bins and replace liners.
- [ ] Clean floors and leave the area dry.

Breakrooms & Kitchens

- [ ] Clean sinks, faucets, countertops, and tables.
- [ ] Wipe the exterior of appliances.
- [ ] Clean microwave interiors as agreed.
- [ ] Remove debris and empty trash bins.
- [ ] Restock available paper goods and supplies.

Floor Care

- [ ] Vacuum carpets, rugs, and entry mats.
- [ ] Sweep or vacuum hard floors.
- [ ] Mop with products suited to the flooring.
- [ ] Clean accessible corners and floor edges.
- [ ] Keep wet-floor signs in place until floors are dry.

Periodic Services

- [ ] Clean interior glass and glass partitions.
- [ ] Clean baseboards, doors, and doorframes.
- [ ] Dust blinds and windowsills.
- [ ] Clean refrigerator interiors with approval.
- [ ] Remove cobwebs in accessible areas.

Your space. Your schedule. Your cleaning plan.

Contact us for a customized commercial cleaning quote.

Tasks and frequency are confirmed in your service agreement. Periodic services are scheduled as agreed.