# Commercial Cleaning Standards

At Clean Mess Repeat, these standards guide the care of your workplace. Each cleaning plan defines the tasks, service frequency, and priorities for your business, so you know what to expect at every scheduled visit.

### 1 Agreed scope and consistent service

We follow the checklist established for your space, including agreed reception areas, offices, restrooms, breakrooms, and floors. Periodic work, such as interior glass or appliance interiors, is scheduled separately when included in your service agreement.

### 2 Careful cleaning of shared surfaces

We remove visible soil before disinfecting designated high-touch surfaces. Products are used according to their label directions, including the required contact time. Cleaning priorities include agreed touchpoints such as door handles, light switches, faucets, and shared counters.

### 3 Separation of restroom and kitchen supplies

Restroom cloths and cleaning tools are kept separate from those used in breakrooms and food-contact areas. Materials are changed or cleaned as needed to avoid transferring dirt between surfaces. Waste is collected and liners are replaced as agreed.

### 4 Care for finishes and belongings

We select products and methods suited to the surface being cleaned. Desk cleaning is limited to clear, accessible areas. Papers, personal belongings, and equipment are handled only as authorized, and sensitive surfaces receive the care specified in the cleaning plan.

### 5 A clean and orderly finish

Agreed surfaces are left free of visible dust, residue, and fingerprints. Floors are cleaned using methods appropriate to the flooring, with attention to accessible edges and corners. Wet-floor signs remain in place until the affected area is dry.

### 6 Respect for access and privacy

We follow the access, lock-up, and alarm instructions provided for your location. Client documents and private work areas are respected. Damage, leaks, supply shortages, or other conditions noticed during service are brought to the designated contact's attention.

### 7 Final review and clear communication

Before leaving, we review the agreed areas, remove cleaning materials, and check the completed work against the service checklist. If an area is inaccessible or a task cannot be completed, we communicate the limitation so the next step can be arranged.

Your service agreement confirms the scope, frequency, supplies, access procedures, and any additional services for your location.