



Commercial Checklist

Client: _____

Business Address: _____

Date of Service: _____

Type of Service: _____

Notes: _____

I. OFFICES, ENTRANCES, RECEPTION AREAS, HALLWAYS, CONFERENCE ROOMS, ETC.

Dust and clean all fixtures and office furniture including file cabinets, desks, credenzas, counter tops, display units and window ledges, spot clean doors, door frames and light switches. Spot Clean walls, properly position furniture in offices.	<input type="checkbox"/>
All ashtrays emptied and washed. Clean all sand urns.	<input type="checkbox"/>
All waste paper receptacles emptied and trash taken to a designated area for storage removal.	<input type="checkbox"/>
All internal glass partitions and entrance glass dusted, smudges and fingerprints removed.	<input type="checkbox"/>
Clean and sanitize drinking fountains.	<input type="checkbox"/>
Damp wipe all high and low shelves, surfaces and corners beyond the reach of normal dusting. Dust all picture frames.	<input type="checkbox"/>
Remove any cobwebs as needed	<input type="checkbox"/>
All office furniture, desks, credenzas, shelves, etc. polished.	<input type="checkbox"/>
All telephones cleaned and sanitized.	<input type="checkbox"/>
All fabric type furniture vacuumed. Wipe down plastic and leather furniture.	<input type="checkbox"/>
All chrome chairs and table legs cleaned and polished.	<input type="checkbox"/>
Dust all venetian blinds	<input type="checkbox"/>
Clean sink and faucet fixtures.	<input type="checkbox"/>
Dust light fixtures and ceiling vents	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

II. FLOORS, CARPETS, TILE, CONCRETE

Vacuum and remove spots from all carpeted areas.	<input type="checkbox"/>
All ceramic and resilient floor areas dust mopped.	<input type="checkbox"/>
All floor areas swept.	<input type="checkbox"/>
All ceramic tile and resilient floor areas damp mopped.	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

III. KITCHENS, CAFETERIAS, LUNCH ROOMS, COFFEE AREAS

All kitchen counters, tables, and sinks cleaned with an approved disinfectant	<input type="checkbox"/>
Clean interior and exterior surface of microwave.	<input type="checkbox"/>
Clean interior and exterior of refrigerator.	<input type="checkbox"/>
Wipe off all electrical covers.	<input type="checkbox"/>
Spot clean cabinets, drawers, and around door frames.	<input type="checkbox"/>
	<input type="checkbox"/>

IV. RESTROOMS

Clean and polish all dispensers and fixtures. Clean and disinfect wash basins, toilet bowls and urinals.	<input type="checkbox"/>
Spot clean tile walls and toilet partitions. Wash all restroom floors with a germicidal solution.	<input type="checkbox"/>
All restroom partitions washed and cleaned with a germicidal detergent.	<input type="checkbox"/>
Polish all metal and mirrors.	<input type="checkbox"/>
All paper products restocked.	<input type="checkbox"/>
	<input type="checkbox"/>

V. FLOOR MAINTENANCE, CARPET, TILE, ETC.

Spot clean carpets.	<input type="checkbox"/>
Buff and polish all ceramic and resilient floor areas.	<input type="checkbox"/>
Scrub and refinish all ceramic and resilient floor areas.	<input type="checkbox"/>
Strip and wax all ceramic and resilient floor areas.	<input type="checkbox"/>

VI. WINDOW CLEANING

Exterior glass.	<input type="checkbox"/>
Interior glass.	<input type="checkbox"/>
Inside partition glass	<input type="checkbox"/>
Entrance glass.	<input type="checkbox"/>
	<input type="checkbox"/>

VII. CLOSING INSTRUCTION

Clean janitor closet.	<input type="checkbox"/>
Turn off designated lights.	<input type="checkbox"/>
Lock doors and windows.	<input type="checkbox"/>

Comments: _____