

Public agency building: what we clean

Walk the building with your facilities lead and mark each space and its access rules.

Agency _____ Address _____

Walked by _____ Date _____

Public lobby and counters

- ☐ Permit counters and cashier windows
- ☐ Queue rails and ticket kiosks
- ☐ Waiting benches
- ☐ Entry glass polished
- ☐ Floor ready for the morning's first visitor
- ☐ Screening tables, bins and floor by the metal detector

Public restrooms

- ☐ Restrooms by the public entrance cleaned each visit
- ☐ Restocked on every visit
- ☐ Restrooms near chambers reset before the next session

Chambers and meeting rooms

- ☐ Dais and lectern wiped
- ☐ Public seating cleared of agendas and cups
- ☐ Carpet vacuumed after adjournment
- ☐ Training and community room tables wiped
- ☐ Chairs lined back up
- ☐ Whiteboards erased on request

Staff floors

- ☐ Workstation bins emptied
- ☐ Shared surfaces wiped
- ☐ Breakroom counters and appliances
- ☐ Copy rooms
- ☐ Staff restrooms
- ☐ Supplies restocked

Restricted rooms and access

- ☐ Records rooms and IT closets on your security terms
- ☐ Escort where required
- ☐ Files, papers and screens left as found
- ☐ Locked rooms entered only on scheduled visits
- ☐ Badging, key control and sign-in followed

Periodic and seasonal

- ☐ Deep clean after an election or filing-deadline rush
- ☐ Extra porter hours in the busiest week
- ☐ Stone and wood floors on their own interval
- ☐ Plazas and entry steps pressure washed

Notes
