

Commercial Cleaning Checklist by Building Type

Tick the core list on every visit, then the section for your kind of building. Periodic and one-time work sits in its own section with its own calendar.

Building _____

Address _____

Building type _____

Checked by _____

Date _____

Core list, every building

- ☐ Trash and recycling out
- ☐ Restrooms sanitized
- ☐ Paper, soap and liners topped up from your stock
- ☐ Door pushes, light switches, rails and counters wiped
- ☐ Hard floors swept and mopped
- ☐ Carpeted areas vacuumed

Retail stores and shopping centers

- ☐ Entry doors and glass
- ☐ Sales floor swept, mopped or vacuumed
- ☐ Checkout counters
- ☐ Customer restrooms
- ☐ Center common walkways and shared restrooms
- ☐ Trash areas behind the storefronts
- ☐ Litter picked up in the lot and sidewalks

Warehouses and industrial buildings

- ☐ Breakroom tables, sinks and counters
- ☐ Locker rooms
- ☐ Crew restrooms
- ☐ Time clock area
- ☐ Shipping, receiving and front offices
- ☐ Production and storage floor left to your own teams

Managed property common areas

- ☐ Lobbies and hallways
- ☐ Leasing office
- ☐ Shared restrooms and common rooms
- ☐ Main entry and route to the leasing office visited most often
- ☐ Litter around entries and walkways

Medical suites and clinics

- ☐ Waiting room
- ☐ Front desk and check-in counter
- ☐ Administrative offices
- ☐ Staff breakrooms and restrooms
- ☐ Waiting room chair arms, counters and door handles wiped each visit
- ☐ Exam and procedure rooms left to the practice's own protocols

Periodic and one-time work

JOB	AREA	NEXT DUE
☐ Extraction and spot treatment of carpet		
☐ Hard floors scrubbed and recoated		
☐ Polishing and burnishing		
☐ Pressure washing entries and walkways		
☐ Post-construction: rough, final and touch-up phases		

Bring to the walkthrough

- ☐ Building type and who uses each room
- ☐ Opening, closing and shift hours
- ☐ Shared or common spaces for the plan
- ☐ Floor types: carpet, sealed hard floor or bare concrete
- ☐ Where paper, soap and liners are stored
- ☐ Rooms or areas the crew should leave alone

Notes