



**Reception area/Foyer: (Initials: \_\_\_\_\_)**

- ‡ Wood floors dusted/mopped, carpets vacuumed
- ‡ Clean front entrance glass
- ‡ Cobwebs removed from baseboards/ceiling
- ‡ Furniture dusted (if applicable)
- ‡ Ledges / frames/ picture frames

**Lunch/ Kitchen Areas: (Initials: \_\_\_\_\_)**

- ‡ Countertops cleaned
- ‡ Sinks cleaned and disinfected, chrome shined
- ‡ Refrigerator front/visible sides cleaned and shined
- ‡ Dishwasher wiped out, front cleaned and shined
- ‡ Microwave wiped inside and out, front cleaned and shined
- ‡ Floors vacuumed and mopped
- ‡ Cobwebs removed from baseboards, ceiling
- ‡ Cabinets (outside) cleaned, polished
- ‡ Kitchen furniture (tables, chairs, desk) wiped
- ‡ Doors and frames spot cleaned from fingerprints

**Restrooms: (Initials: \_\_\_\_\_)**

- ‡ Clean and sanitize restrooms using germicidal cleaners
- ‡ Vanity cleaned and disinfected
- ‡ Sinks cleaned and disinfected
- ‡ Clean and polish all mirrors and bright work
- ‡ Sweep and mop floors
- ‡ Clean and sanitize all toilets, urinals, wash basins, walls, and partitions
- ‡ Refill all paper, soap and sanitary napkin dispensers
- ‡ Empty all trash baskets and replace liners – place trash in designated areas

**Cubic's/File room / appliances: (Initials: \_\_\_\_\_)**

- ‡ Clean all countertops
- ‡ Clean and disinfect lunch/break areas (refer to lunch/kitchen section on left)
- ‡ Clean and disinfect all restrooms (refer to restroom section on left)
- ‡ Sweep all floors and mop floors (if applicable)
- ‡ Vacuum all carpeted areas
- ‡ Dust all furniture – chairs, chair rungs, desks, low moldings, sills, picture frames (if applicable)
- ‡ Empty all trash baskets and replace liners

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**Comments:** \_\_\_\_\_  
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**Inner Office areas: (Initials: \_\_\_\_\_)**

- ‡ Empty all trash baskets and replace liners – place trash in designated areas
- ‡ Spot clean walls and carpets
- ‡ Dry sweep and wet mop all floors
- ‡ Clean water fountains and/or coolers
- ‡ Clean interior wall glass excluding outer wall glass
- ‡ Dust ceiling air vent returns
- ‡ Disinfect all telephones
- ‡ Dust high and low all work stations (ceiling to baseboard)
- ‡ Clean all office equipment (copiers, fax machines, file cabinets, etc.)
- ‡ Dust all desks, lamps and lamp shades, chair rungs, well bases, low moldings, sills, picture frames and partition tops
- ‡ Dust all wall clocks
- ‡ Vacuum floors & crevices

**Conference room: (Initials: \_\_\_\_\_)**

- ‡ Clean & refill (if supplies provided) refreshment station
- ‡ Dust and polish all tables
- ‡ Disinfect all telephones
- ‡ Empty all trash baskets and replace liners – place trash in designated areas
- ‡ Sweep/wet mop all floors
- ‡ Dust and clean all lamps and shades (if applicable)
- ‡ Dust all chairs, chair rungs, well bases, low moldings, sills, picture frames

**Warehouse/Production areas: (Initials: \_\_\_\_\_)**

- ‡ Clean all countertops
- ‡ Clean and disinfect lunch/break areas (refer to lunch/kitchen section on left)
- ‡ Clean and disinfect all restrooms (refer to restroom section on left)
- ‡ Sweep all floors and mop floors (if applicable)
- ‡ Vacuum all carpeted areas
- ‡ Dust all furniture – chairs, chair rungs, desks, low moldings, sills, picture frames (if applicable)
- ‡ Empty all trash baskets and replace liners

**Other Areas:**  
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**AFTER HOURS OFFICE FIRST-TIME / DEEP CLEANING CHECKLIST**

**General Tasks Performed in Every Room:**

Straighten  
Dust and de cobweb all ceiling corners and walls  
Dust ceiling fans and light fixtures  
Dust all blinds and window sills  
Dust all communal surfaces from top to bottom  
Wet-wipe and polish all large surfaces (doors, tables, shelves, chairs, etc.)  
Dust and wipe base boards  
Clean all mirrors and glass surfaces and glass doors  
Sanitize all doorknobs and light switches  
Shake out all rugs  
Vacuum including edging and stairs  
Spot-clean and mop all hard floors  
Empty trash and replace all liners, throw out all trash in main receptacle

**Kitchen (Include all General Tasks):**

Dust, spray and wipe down all cabinets  
Dust, spray and wipe all counters including the backsplash  
Dust, spray and wipe all appliances (including inside of microwave, toaster, coffee makers, etc.)  
Clean refrigerator inside and out  
Clean stove top, grates, and outside of oven (if applicable)  
Sweep/vacuum floors including edging and under-lip  
Spot clean and mop floors

**Bathrooms (Include all General Tasks):**

Dust and wipe down lights, mirrors, counters, cabinets/drawers (inside and out)  
Scrub and rinse out sinks and sink base  
Dust, wipe and disinfect entire toilet including sides and base  
Sweep/Vacuum (including behind toilet)  
Spot-clean and mop floors

**Reception Areas, Hallways, Print/Fax rooms and Meeting Rooms (Include all General Tasks):**

Dust and de-smudge all pictures and wall hangings  
Straighten dust, and polish reception desk and waiting areas  
Dust, wet-wipe, and polish executive tables and chairs  
Dust all communal office equipment (copy and fax machines, printers, etc.)  
Move chairs out to perform thorough vacuum under tables

\* Offices with set-ups involving rooms not mentioned on this list will be accommodated as well.