

Business and office park cleaning: what we clean

Take this sheet on a walk of each building in the park and tick lines as you check.

Park _____ Building _____
Walked by _____ Date _____

Lobbies, corridors and elevators

- ☐ Entry glass and building directories wiped
- ☐ Elevator doors and call panels
- ☐ Handrails and drinking fountains
- ☐ Stairwells on the owner's schedule
- ☐ Floors vacuumed or damp-mopped by surface

Common restrooms

- ☐ Fixtures cleaned and disinfected
- ☐ Paper and soap restocked
- ☐ Visit count matched to traffic
- ☐ Added visits where dock and warehouse crews share restrooms

Tenant suites

- ☐ Each participating suite has its own task list and visit days
- ☐ Entry instructions, alarm and key notes kept per suite
- ☐ Suite visit times fit the tenant's hours
- ☐ Vacated suites cleaned for the next lease
- ☐ New build-outs cleaned before move-in

Amenities and shared rooms

- ☐ Fitness equipment wiped and mirrors polished
- ☐ Rubber fitness flooring cleaned
- ☐ Lounge and cafe tables, counters, sinks and appliance fronts
- ☐ Conference rooms reset after each event
- ☐ Showers, bike rooms and mail rooms on the route

Outdoors and entrances

- ☐ Entry doors and glass
- ☐ Entrance mats vacuumed and moved to spread wear
- ☐ Smoking and break areas swept and cleared
- ☐ Outdoor tables wiped
- ☐ Walkways and trash enclosures pressure washed on a schedule
- ☐ Planting beds through landscape maintenance

Floors and porter

- ☐ Lobby tile and corridor carpet booked on weekends
- ☐ More mat swaps and lobby floor visits, late fall to spring
- ☐ Day porter moving between buildings for restrooms, spills and lobbies

Notes
