

Multi-tenant building common areas: what we clean

Walk the building's shared spaces with this sheet and tick each line as you confirm it.

Building _____ **Address** _____
Walked by _____ **Date** _____

Entry, lobby and elevators

- ☐ Entry doors and sidelights, inside and out
- ☐ Door tracks vacuumed out
- ☐ Stainless on elevator doors and cab walls polished
- ☐ Call buttons wiped
- ☐ Building directory and concierge or security desk
- ☐ Walk-off mats at each door vacuumed
- ☐ Stone lobby floor polished on its set cycle

Corridors on each floor

- ☐ Common hallway vacuumed or mopped edge to edge
- ☐ Baseboards and suite door frames wiped
- ☐ Drinking fountains cleaned

Shared restrooms

- ☐ Partitions through floor drains scrubbed
- ☐ Fixtures disinfected
- ☐ Dispensers refilled

Back routes and service areas

- ☐ Stairwells swept and spot-cleaned
- ☐ Mailroom
- ☐ Bike room
- ☐ Corridor to the loading dock
- ☐ Trash rooms kept in order

Vacant suite turnovers

- ☐ Walls wiped at touch height
- ☐ Kitchenette cleaned
- ☐ Private restroom cleaned
- ☐ Interior glass washed
- ☐ Floors reset: carpet extraction or vinyl tile refinish as needed
- ☐ Drywall dust off ledges, vents and fixtures after a build-out

Frontage and add-ons

- ☐ Sidewalk, entry plaza and garage ramp pressure washed
- ☐ Trash enclosure washed
- ☐ Planters and lawn strips kept neat
- ☐ Tenant suites on their own checklist and visit days
- ☐ Day porter on lobby glass, restrooms and spills, if booked

Notes
