

Commercial Cleaning Checklist

By Fae Fisher

- Daily Cleaning
 - Clean and disinfect all bathrooms.
 - Clean and disinfect inside and outside of toilets.
 - Clean mirror, counter top and edges in the bathroom.
 - Disinfect all sinks.
 - Wipe paper towel dispenser, wipe doors, wipe door handle's inside and outside and light switches.
 - Sweep and mop bathroom floors.
 - Clean, sweep and mop all general locations.
 - Dust accessible windowsills, baseboards and other flat surfaces.
 - Vacuum carpet runner.
 - Wipe light switches, door handles and doors.
 - Clean cigaretts from urn on porch.
 - Clean and polish drinking fountains.
 - Clean glass doors, all windows and window seals.
- Semi-Weekly Cleaning
 - Wipe and disinfect work desks, phones, computers, printers and file cabinets.
 - Sweep and Vacuum all offices.
 - Vacuum door runner.
 - Dust accessible windowsills, baseboards and other flat surfaces.
 - Wipe and disinfect bookshelf.
 - Clean and disinfect table and counter top in the kitchen area.
 - Clean and disinfect the outside of refrigerator.
 - Sweep and mop floor.