

# COMMERCIAL CLEANING CHECKLIST

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This fully detailed checklist outlines comprehensive cleaning procedures for commercial properties. It includes extensive surface-level detail, including high-touch points, visible surfaces, and accessible areas. This is simply a base level check list – we can add and/or remove anything on this list to tailor it to your space!

## General Areas / Whole Building

- - Dust and wipe all reachable surfaces including desks, counters, ledges, windowsills, trim, and baseboards
- - Remove cobwebs from corners, ceilings, vents, and behind doors
- - Wipe and disinfect high-touch points: door handles, light switches, push plates, handrails, and thermostat panels
- - Vacuum all carpeted areas thoroughly, including edges and corners
- - Sweep and mop all hard flooring with appropriate commercial floor cleaner
- - Empty all trash bins, replace liners, and remove trash to designated disposal area
- - Clean interior glass on entry doors and partitions (as applicable)
- - Straighten common areas and return items to appropriate locations (if applicable)
- - Report any damage, leaks, broken fixtures, or maintenance concerns to management

## Reception / Lobby / Waiting Area

- - Dust and wipe reception desks, counters, tabletops, and display surfaces
- - Disinfect chairs/armrests, guest seating areas, and high-touch surfaces
- - Clean and polish glass tables, mirrors, and interior glass doors (if applicable)
- - Vacuum or mop floors, including around furniture legs and corners
- - Spot clean visible smudges on walls and door areas
- - Empty trash and sanitize bin interior (as needed)

## Offices / Workspaces

- - Dust and wipe desks, tables, cabinets, and office furniture surfaces (not moving personal items)
- - Disinfect shared equipment and touchpoints: phones, light switches, doorknobs, drawer handles
- - Wipe conference room tables and shared workspace counters

- - Vacuum or mop floors, including under desks where accessible
- - Remove fingerprints from glass doors, interior windows, and partitions
- - Empty and re-line trash cans at each workstation

## **Conference Rooms**

- - Wipe and disinfect conference tables, chairs, and shared surfaces
- - Dust reachable ledges, décor, and presentation surfaces
- - Clean whiteboards/glass boards (light wipe — deep marker removal upon request)
- - Vacuum or mop floors and edges around chairs and corners
- - Disinfect high-touch areas including doorknobs, light switches, and remotes (if applicable)
- - Empty trash and replace liners

## **Break Room / Kitchenette**

- - Disinfect and wipe countertops, sinks, faucets, and backsplash areas
- - Clean exterior surfaces of appliances: microwave, refrigerator, dishwasher, toaster, coffee machine (if applicable)
- - Clean inside microwave (if included in service or visibly needed)
- - Wipe cabinet fronts and handles (exterior only)
- - Disinfect tables, chair backs, and touchpoints
- - Sweep and mop floors thoroughly, paying attention to corners and under tables
- - Empty trash and replace liners; sanitize trash bin lid and edges

## **Restrooms**

- - Scrub and disinfect toilets (including base and behind), urinals, sinks, faucets, and countertops
- - Clean and polish mirrors and chrome fixtures
- - Disinfect high-touch areas: toilet flush handles, stall locks, door handles, and dispensers
- - Wipe partitions, stall doors, and restroom entry doors for smudges and fingerprints
- - Refill consumables if provided onsite: toilet paper, paper towels, soap (as available)
- - Empty trash, replace liners, and sanitize bin interior/exterior
- - Sweep and mop floors thoroughly with disinfectant, especially around toilet bases and corners

### **Hallways / Stairwells / Elevators (if applicable)**

- - Dust baseboards, corners, ledges, and reachable railings
- - Spot clean walls and door frames for visible fingerprints and scuffs
- - Vacuum runners and carpeted halls thoroughly
- - Sweep and mop hard flooring, focusing on edges and corners
- - Disinfect elevator buttons, rails, and high-touch surfaces (if applicable)

### **Supply / Utility Rooms (if included)**

- - Sweep and mop floors
- - Wipe down reachable shelving and surfaces
- - Remove trash and replace liners
- - Organize visible supplies neatly (no inventory management unless requested)

### **Final Touches / Quality Check**

- - Walk through each area to ensure floors are clean and trash is removed
- - Ensure surfaces are wiped, streak-free where applicable, and space looks professionally reset
- - Confirm restrooms are sanitized and stocked (if supplies are available)
- - Notify management of any issues, damages, or areas needing additional attention

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