



Cleaning Specifications

Company Name _____ Square footage _____ Floors _____
 [Dental Clinic Specifications]

Office Areas:

Times/wk Times/mo Times/yr

Office Areas:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
High Dust – over 6 feet (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust – 2 to 6 feet (Tables, File Cabinets, Sills, Horizontal surfaces)			
Low Dust – 0 to 2 feet (Chair & Table Legs, Sides of Desks, Cabinets)			
Sanitize Cleared Desks, Tables			
Clean and Sanitize Telephones			
Spot Clean Painted Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Clean Door Kick Plates			
Straighten Magazines on Tables			
Damp Mop Hard Floor			
Damp Mop Office Chair Plastic Mats			
Vacuum Hard Floor			
Vacuum Carpet			
Detail Vacuum under Desks, Tables and Along Walls			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Upholstery Cleaning – Office Chairs, Sofa			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Hard Floor			
Burnish Floor			
Spray Buff Floor			



Restrooms:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace Liners as Needed)			
Empty Sanitary Napkin/Tampon Receptacle (Replace Bags as Needed)			
Countertops and Sinks (Clean, Sanitize, Polish)			
Clean and Sanitize Toilets			
Clean and Sanitize Urinals			
Clean Mirrors			
High Dust – over 6 feet (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust – 2 to 6 feet (Tables, File Cabinets, Sills, Horizontal surfaces)			
Low Dust – 0 to 2 feet (Chair & Table Legs, Sides of Desks, Cabinets)			
Pour Water Down Floor Drain			
Baseboards (Dust, Damp Wipe)			
Spot Clean Walls (No Flat Painted Walls)			
Wash Walls (No Flat Painted Walls)			
Clean, Sanitize and Polish Chrome fixtures			
Clean, Sanitize and Polish Stainless Steel Dispensers and Grab Bars.			
Fill Hand Soap, Toilet Tissue, Hand Towel Dispensers			
Fill Sanitary Napkin/Tampon Dispenser			
Dust Partitions			
Doors, Partitions (Spot Clean)			
Clean and Sanitize Door Knobs and Push Plates			
Clean and Sanitize Light Switches			
Clean Door Kick Plates			
Sweep/Vacuum/Damp Mop Floor			
Strip and Wax Floor			
Replace Burnt Out Light Bulbs			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			

Break room / kitchen:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace Liner)			
Fill Paper Products and Hand Soap Dispensers			
Clean and Polish Dispensers			
Clean Sink, Countertops, Tables			



Wipe down Chairs			
Sanitize drinking fountains/filtered water units			
Straighten Chairs and Tables			
Straighten Magazines on Tables			
Spot Clean Outside of Cabinets			
High Dust – over 6 feet (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust – 2 to 6 feet (Tables, File Cabinets, Sills, Horizontal surfaces)			
Low Dust – 0 to 2 feet (Chair & Table Legs, Sides of Desks, Cabinets)			
Clean and Sanitize Telephones			
Spot Clean Painted Walls, (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Clean Door Kick Plates			
Baseboards (Dust, Damp Wipe)			
Clean Outside of Microwave			
Clean Inside of Microwave			
Clean Outside of Refrigerator			
Clean Inside of Refrigerator			
Clean Outside of Dishwasher			
Clean Inside of Dishwasher			
Clean Outside of vending machines			
Sweep/Vacuum, Damp Mop Floors			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			

Receptionist Desk:

Times/wk Times/mo Times/yr

Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
Damp Mop Office Chair Plastic Mats			
Replace Burnt out light bulbs			
High Dust – over 6 feet (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust – 2 to 6 feet (Tables, File Cabinets, Sills, Horizontal surfaces)			



Low Dust – 0 to 2 feet (Chair & Table Legs, Sides of Desks, Cabinets)			
Cleared Desks, Tables (Sanitize)			
Clean and Sanitize Telephones			
Spot Clean Painted Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			

Entrance & Doorways:

Times/wk Times/mo Times/yr

Empty Trash (Replace Liner as Needed)			
High Dust – over 6 feet (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust – 2 to 6 feet (Tables, File Cabinets, Sills, Horizontal surfaces)			
Low Dust – 0 to 2 feet (Chair & Table Legs, Sides of Desks, Cabinets)			
Spot Clean Door Glass			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Spot Clean Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			

Waiting Areas, Lobbies and Corridors:

Times/Wk Times/Mo Times/Yr

Empty Trash (Replace Liner as Needed)			
Spot Clean Door Glass			
High Dust – over 6 feet (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust – 2 to 6 feet (Tables, File Cabinets, Sills, Horizontal surfaces)			
Low Dust – 0 to 2 feet (Chair & Table Legs, Sides of Desks, Cabinets)			
Drinking Fountains (Clean, Polish, Sanitize)			
Cleared Desks, Tables (Sanitize)			
Clean and Sanitize Telephones			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Spot Clean Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Straighten Chairs and Tables			
Straighten Magazines on Tables			
Dust/Vacuum Fabric Furniture			
Vacuum Carpet			
Detail Vacuum under Desks and Along Walls			
Vacuum Floor Mats			



Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Upholstery Cleaning – Office Chairs, Sofa			
Strip and Wax Floor			
Scrub and Recoat Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			
Sanitize drinking fountains/filtered water units			

Exam rooms:

Times/wk Times/mo Times/yr

Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
High Dust – over 6 feet (Vents, Lights, Corners, Blinds, Items on Walls)			
Medium Dust – 2 to 6 feet (Tables, File Cabinets, Sills, Horizontal surfaces)			
Low Dust – 0 to 2 feet (Chair & Table Legs, Sides of Desks, Cabinets)			
Sanitize Countertops and Sink			
Clean and Sanitize Telephones			
Spot Clean Painted Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Clean Door Kick Plates			
Straighten Magazines			
Vacuum Carpet			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Sanitize exam tables/chairs			
Strip and Wax Floor			
Scrub and Recoat Floor			
Burnish Floor			
Spray Buff Floor			

Storage Room:

Empty Trash (Replace Liner as Needed)			
High Dust – over 6 feet (Vents, Lights, Corners, Blinds,			



Items on Walls)			
Medium Dust – 2 to 6 feet (Tables, File Cabinets, Sills, Horizontal surfaces)			
Low Dust – 0 to 2 feet (Chair & Table Legs, Sides of Desks, Cabinets)			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Spot Clean Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			

Exterior: **Times/wk Times/mo Times/yr**

Empty Trash (Replace Liner as Needed)			
Empty and Wipe Ash Trays, Urns			
Pick Up Litter on Grounds and Parking Lot			
Notify Contact Person of any Burnt Out Lights			
Sweep Entrance and Stairways			

Windows: **Times/wk Times/mo Times/yr**

Outside Windows			
Inside Perimeter			
Office Inside Glass			

Recycling: **Times/wk Times/mo Times/yr**

Empty Recycling bin (Replace Liner as Needed)			
Damp Wipe Outside of Recycling Can (As needed)			
Recycle Burnt out Light Bulbs			

Closing Checklist: **Times/wk Times/mo Times/yr**

Turn off designated lights			
Shut designated doors			
Set Alarm			
Lock Entrances and Exits			