



Cleaning Specifications

Company Name _____ Square footage _____ Floors _____

[General Office Specifications]

Office Areas:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
High Dust (Vents, Lights, Ceiling Corners)			
Dust Horizontal Surfaces (Tables, File Cabinets, Sills, Pictures, etc.)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Cleared Desks, Tables (Damp Wipe)			
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 Chairs and Tables			
Straighten Magazines on Tables			
Damp Mop Office Chair Plastic Mats			
Clean Elevators (Doors, Walls, Treads, Vacuum, Mop)			
Stairwells (Dust, Vacuum, Mop)			
Vacuum Carpet			
Detail Vacuum under Desks and Along Walls			
Vacuum Floor Mats			
Detail Vacuum under Desks and Along Walls			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Upholstery Cleaning – Office Chairs, Sofa			
Office Partition Cleaning			
Sweep/Vacuum/Damp Mop Floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			



Restrooms:

Times/wk Times/mo Times/yr

	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 (Vents, Lights, Ceiling Corners)			
Dust Horizontal Surfaces (Pictures, Partitions, etc.)			
Low Dust (Base Boards, Sink Piping)			
Pure 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			
Partitions (Dust)			
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			
Replace Burnt Out Light Bulbs			
Strip and Wax Floor			
Scrub and Recoat Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			



Break room, Lunch 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			
Straighten Chairs and Tables			
Straighten Magazines on Tables			
Spot Clean Outside of Cabinets			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Low Dust (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			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			



Lobbies and Waiting areas:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace Liner as Needed)			
Spot Clean Door Glass			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Dust Horizontal Surfaces (Tables, File Cabinets, Sills, Pictures, etc.)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Drinking Fountains (Clean, Polish, Sanitize)			
Cleared Tables (Damp Wipe)			
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			
Office Partition Cleaning			
Strip and Wax Floor			
Scrub and Recoat Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

Exterior:			
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			



Stairwells:

Clean and Sanitize Handrails and Door Knobs			
Police Stairs for Trash or Spills, Sweep/Vacuum/Mop			
High Dusting			
Low Dusting			
Spot Clean Walls (No Flat Painted Walls)			
Replace Burnt Out Light Bulbs			
Carpet Cleaning			
Carpet Spotting			
Strip and Wax Treads and Landings			
Scrub Treads and Landings			

Windows:

Outside Windows			
Inside Perimeter			
Office Inside Glass			

Closing Checklist:

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