

Cleaning Specifications

[Post Construction Specifications]

Entrances:

Remove Debris From Area	
High Dust (Vents, Lights, Corners)	
Medium Dust (Walls, Wood work, Sills, Horizontal surfaces)	
Low Dust (Base Boards)	
Clean and Sanitize Light Switches	
Clean and Sanitize Door Knobs and Push Plates	
Baseboards (Dust, Damp Wipe)	
Clean Door Kick Plates	
Vacuum Light Fixtures and Defuses	
Vacuum Carpet	
Vacuum Corners and Edges	
Sweep/Vacuum/Damp Mop Floor	
Strip and Wax Floor	
Scrub and Recoat Floor	
Scrub Floor	
Burnish Floor	
Polish Floor	
Clean Ceramic Tile and Grout	
Seal Grout Lines	
Clean and Seal Stone Floor	

NOTES



Office Areas:

Remove Debris From Area	
High Dust (Vents, Lights, Corners)	
Medium Dust (Walls, Wood work, Sills, Horizontal surfaces)	
Low Dust (Base Boards)	
Clean and Sanitize Light Switches	
Clean and Sanitize Door Knobs and Push Plates	
Baseboards (Dust, Damp Wipe)	
Clean Door Kick Plates	
Vacuum Light Fixtures and Defuses	
Vacuum Carpet	
Vacuum Corners and Edges	
Sweep/Vacuum/Damp Mop Floor	
Strip and Wax Floor	
Scrub and Recoat Floor	
Scrub Floor	
Burnish Floor	
Polish Floor	
Clean Ceramic Tile and Grout	
Seal Grout Lines	
Clean and Seal Stone Floor	

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Restrooms:

Remove Debris From Area	
High Dust (Vents, Lights, Corners)	
Medium Dust (Walls, Wood work, Sills, Horizontal surfaces)	
Low Dust (Base Boards)	
Wash Walls (No Flat Painted Walls)	
Remove Stickers or Plastic Coating from Dispensers	
Clean and Sanitize Countertops and Sinks	
Remove Stickers From Toilets and Urinals	
Clean and Sanitize Toilets	
Clean and Sanitize Urinals	
Clean Mirrors	
Pour Water Down Floor Drain	
Baseboards (Dust, Damp Wipe)	
Clean, Sanitize and Polish Chrome fixtures	
Clean, Sanitize and Polish Stainless Steel Dispensers and Grab Bars.	
Wipe Down Partitions	
Partitions (Dust)	
Doors, Partitions (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	
Scrub and Recoat Floor	
Scrub Floor	
Burnish Floor	
Polish Floor	
Clean Ceramic Tile and Grout	
Seal Grout Lines	
Clean and Seal Stone Floor	

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Lobby, Corridor & Waiting Areas:

Remove Debris From Area	
High Dust (Vents, Lights, Corners)	
Medium Dust (Walls, Wood work, Sills, Horizontal surfaces)	
Low Dust (Base Boards)	
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	
Vacuum Carpet	
Vacuum Corners and Edges	
Carpet Spotting	
Carpet Cleaning	
Sweep/Vacuum/Damp Mop Floor	
Strip and Wax Floor	
Scrub and Recoat Floor	
Scrub Floor	
Burnish Floor	
Polish Floor	
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Break room/Lunch/Kitchen areas:

Remove Debris From Area	
Empty Trash (Replace Liner)	
Clean and Polish Dispensers	
Clean Sink, Countertops, Tables	
Clean Inside and Outside of Cabinets	
High Dust (Vents, Lights, Corners)	
Medium Dust (Walls, Wood work, Sills, Horizontal surfaces)	
Low Dust (Base Boards)	
Sanitize drinking fountains/filtered water units	
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 Stove	
Clean Inside of Stove	
Clean Outside of Dishwasher	
Clean Inside of Dishwasher	
Sweep/Vacuum/Damp Mop Floor	
Strip and Wax Floor	
Scrub and Recoat Floor	
Scrub Floor	
Burnish Floor	
Polish Floor	
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Conference & Meeting Room:

Remove Debris From Area	
Spot Clean Door Glass	
High Dust (Vents, Lights, Corners)	
Medium Dust (Walls, Wood work, Sills, Horizontal surfaces)	
Low Dust (Base Boards)	
Clean and Sanitize Door Knobs and Push Plates	
Baseboards (Dust, Damp Wipe)	
Spot Clean Walls (No Flat Painted Walls)	
Clean and Sanitize Light Switches	
Vacuum Carpet	
Vacuum Corners and Edges	
Carpet Spotting	
Carpet Cleaning	
Sweep/Vacuum/Damp Mop Floor	
Strip and Wax Floor	
Scrub and Recoat Floor	
Scrub Floor	
Burnish Floor	
Polish Floor	
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Clean and Seal Stone Floor	

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Utility Room:

Remove Debris From Area	
High Dust (Vents, Lights, Corners)	
Medium Dust (Walls, Wood work, Sills, Horizontal surfaces)	
Low Dust (Base Boards)	
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)	
Vacuum Carpet	
Vacuum Corners and Edges	
Carpet Spotting	
Carpet Cleaning	
Sweep/Vacuum/Damp Mop Floor	
Strip and Wax Floor	
Scrub and Recoat Floor	
Scrub Floor	
Burnish Floor	
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Clean and Seal Stone Floor	

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Stairwells:

Remove Debris From Area	
Clean and Sanitize Handrails and Door Knobs	
Police Stairs for Trash or Spills, Sweep/Vacuum/Mop	
High Dust (Vents, Lights, Corners)	
Medium Dust (Walls, Wood work, Sills, Horizontal surfaces)	
Low Dust (Base Boards)	
Vacuum Carpet	
Vacuum Corners and Edges	
Carpet Spotting	
Carpet Cleaning	
Sweep/Vacuum/Damp Mop Floor	
Strip and Wax Floor	
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Windows:

Outside Windows	
Inside Perimeter	
Inside Room Glass	

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Special Requests:

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Other Requests:

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