Commercial Maintenance Checklist

Bathrooms:

- Empty trash can(s) and replace liner(s
- Long dust all high areas
- Empty sanitary napkin receptacles
- Wipe down counters, pick up everything and wipe underneath
- Clean and disinfect sink; wipe dry
- Clean and polish faucets and fixtures
- Scrub and sanitize toilet, inside and out, including base and behind, and water hose
- Clean floor around toilet by hand
- Refill:
    - Paper towels
    - Toilet seat covers
    - Toilet paper
    - Hand soap
- Wipe down any furniture
- Dust/vacuum ceiling vents
- Dust and replace knick-knacks and decor
- Dust light fixtures
- Cobweb removal
- Clean soap dispenser
- Polish faucet
- Clean mirrors
- Dust shelves
- Wipe down artwork
- Spot clean cabinet doors and sanitize hardware
- Spot clean doors and door casings
- Clean switch plates and outlet covers as needed
- Wipe down toilet paper dispenser
- Dust both sides and underneath blinds and shutters
- Wipe windowsills and ledges
- Wipe baseboards
- Vacuum and mop floor



Kitchen/Breakroom:

- Empty trash can(s) and replace liner(s)
- Long dust all high areas
- Wipe down countertops and backsplash – pick up and wipe underneath everything
- Remove cobwebs
- Spot clean cabinet doors and sanitize hardware
- Wash dishes in the sink if less than 5
- Clean dish drainer as needed
- Scrub and disinfect sink(s)
- Clean soap dispenser
- Polish faucet
- Wipe down exterior of appliances, large (ex: fridge) and small (ex: toaster)
- Clean microwave, inside and out
- Wipe/dust picture frames and artwork
- Dust light fixtures
- Dust both sides and underneath blinds and shutters
- Wipe down windowsills and ledges
- Wipe baseboards
- Remove fingerprints from all woodwork and door frames
- Sanitize doorknobs/handles
- Wipe down table(s) and chairs
- Shake out and vacuum rugs
- Vacuum and mop floors
- Restock all requested items

Stairs/Staircase (if present):

- Wipe down handrails and ballasts/spindles
- Vacuum along baseboards with edging attachment
- Check for cobwebs and remove
- Wipe baseboards
- Clean switch plates and outlet covers as needed
- Dust both sides and underneath blinds and shutters
- Wipe windowsills and ledges
- Spot clean walls
- Dust artwork, picture frames, shelves, and knick-knacks
- Wipe down or vacuum stairs

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Office Areas and Common Areas:

- Empty trash can(s) and replace liner(s)
- Empty paper shredder(s)
- Remove cobwebs
- Dust all areas, top to bottom; dust all furniture to the floor
- Dust both sides and underneath blinds and shutters
- Wipe down windowsills and ledges
- Remove fingerprints from all woodwork and door frames
- Sanitize doorknobs/handles
- Wipe/dust picture frames and artwork
- Sanitize switch plates
- Clean mirrors and glass
- Wipe/dust light fixtures
- Straighten magazines
- Dust desks, screens, and chairs
- Dust all blinds and shutters
- Clean both sides of glass doors
- Wipe baseboards
- Vacuum and mop floors

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