



Commercial Cleaning Checklist

1. Remove all garbage
2. Replace soiled wastebasket liners
3. Clean entrance windows
4. Sanitize sinks
5. Clean toilets
6. Wipe bathroom mirrors
7. Wipe soap /paper towel dispenser
8. Wipe door handles
9. Clean light switches
10. Wipe bases of desk chairs
11. Dust work areas from top to bottom
12. Wipe desktops and work areas
13. Clean computer monitors
14. Wipe down conference room tables
15. Wipe waiting area chairs
16. Clean waiting area end tables
17. Sanitize break room counters
18. Wipe refrigerator handles
19. Wipe vending machine touch areas
20. Clean coffee machines & microwaves
21. Dust mop large hallway areas
22. Vacuum area rugs
23. Vacuum flooring
24. Wipe flooring
25. Polish stainless steel