

luxe

PROFESSIONAL CLEANING SERVICES



Commercial Clean Checklist		
SITE:	WEEK STARTING:	
CLEANED BY:		
SIGNATURE:	DATE SIGNED:	

ENTRANCE / RECEPTION / OFFICE AREAS	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Remove rubbish and replace bin liners							
Vacuum all carpets and mats							
Vacuum all hard floors							
Vacuum under all cushions							
Dust all horizontal surfaces of desks, chairs, tables and other furniture							
Damp wipe all horizontal surfaces with disinfectant							
Mop all hard floors with disinfectant							
Remove cobwebs from front entry and immediate surrounding areas							
Remove fingerprints and marks from around light switches and door frames							
Clean automatic glass doors inside and out							
Spot clean all glass							
Polish all brass and bright work (including strip on entrance floor)							
Spot clean walls and painted surface							
Collect all rubbish, papers, bottles etc. from front entrance and between buildings							
Ensure all areas are clean & arranged in a tidy fashion prior to leaving							
TOILET & BATHROOM AREAS	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Stock toilet tissue, hand towels, facial tissues and hand soap							
Empty rubbish bins and wipe if needed and replace bin liners as required							
Clean and polish mirrors							
Wipe hand towel cabinet covers/hand dryers							
Wipe down door sills – remove all dust							
Toilets and urinals to be cleaned and disinfected on both sides and disinfected/sanitised and wiped dry							
Clean and sanitise all basins. Polish all bright work to basins							
Dust partitions, tops of mirrors and frames							
Remove splash marks from walls around basins							
Mop clean restroom floors with disinfectant							
LIFTS & STAIRS	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Remove rubbish from all areas							
Polish all brass and bright work							
Vacuum all hard floors							
Mop all hard floors with disinfectant							
Spot clean internal glass in lifts							
WEEKLY CLEANING	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Spray buff all hard floors. Twice a Week							
Clean all glass inside & outside with squeegee. Once a Week							

