



## Commercial Cleaning Checklist

These items are cleaned on every service although some may be rotated as needed:

### Foyer

- Glass doors cleaned
- Fittings and furniture dusted
- Vacuum and mop floors

### Offices and Common Areas

- Desks and surfaces cleaned
- Fittings and furniture dusted
- Windowsills and skirting boards dusted
- Spot clean glass
- Fingerprints on doors/ light switches cleaned
- Vacuum and mop floors

### Kitchens

- Bench tops and splashbacks cleaned
- Cupboard fronts cleaned
- Taps and fittings cleaned
- Sinks scrubbed
- Outside of fridge cleaned
- Inside/outside of microwave cleaned
- Fingerprints on doors/ light switches cleaned
- Vacuum and mop floors

### Toilets

- Basin, cabinet and splashback cleaned
- Mirrors cleaned and polished
- Toilets and urinals scrubbed and disinfected
- Fingerprints on doors/ light switches cleaned
- Vacuum and mop floors

### Rubbish

- Empty rubbish bins and recycling
- Replace bin liners

Let us know if you'd like anything else as we are happy to customise your cleaning needs.