Business park cleaning: what we clean across the campus

Walk one building at a time with this list and tick what meets the park standard.

Park _____ **Building** _____

Walked by _____ **Date** _____

Shared lobbies and corridors

- ☐ Entry vestibules and lobby glass polished
- ☐ Building directories and directory boards dusted
- ☐ Seating and reception counters wiped
- ☐ Elevator interiors, call buttons and stair rails wiped
- ☐ Mailroom counters dusted
- ☐ Corridors on the same tasks as every other building

Shared restrooms

- ☐ Fixtures cleaned and disinfected
- ☐ Paper and soap restocked from our stock or the park's
- ☐ Same finish in every building on the campus

Tenant suites

- ☐ Each suite on the nights its tenant picked
- ☐ Office suites cleaned on the office routine
- ☐ Production and warehouse space on the industrial routine
- ☐ Lab suites cleaned only at set times, with escort if required

Amenities

- ☐ Fitness equipment and mats wiped
- ☐ Locker rooms and showers scrubbed
- ☐ Cafe seating and counters cleaned
- ☐ Conference center rooms reset after evening bookings
- ☐ Courtyard tables and benches wiped; litter picked up
- ☐ Coffee bars and shared kitchens: counters, sinks, appliance fronts

Outside each entrance

- ☐ Door glass, pulls and kick plates
- ☐ Walk-off mats vacuumed and straightened
- ☐ Exterior bins and ash urns emptied
- ☐ Smoking shelters and break patios tidied

Vacant suites and porter route

- [ ] Empty suite carpets vacuumed or extracted
- [ ] Vacant restrooms, kitchenettes and sills scrubbed and dusted
- [ ] Left-behind trash bagged and removed
- [ ] Porter route: restrooms, spills, lobbies, cafe tables, break areas
- [ ] Maintenance items noted for the property manager

Notes