Multi-tenant building cleaning: what we clean

Carry this sheet floor by floor and tick each shared space as you pass it.

Property _____ **Address** _____

Walked by _____ **Date** _____

Lobby and elevators

- ☐ Entry glass and directory boards polished
- ☐ Lobby seating wiped
- ☐ Security or concierge desk wiped
- ☐ Elevator cabs cleaned inside and out
- ☐ Call buttons wiped
- ☐ Garage elevator lobbies and stair towers, when on the route

Corridors and shared rooms

- ☐ Corridor floors vacuumed or mopped on every floor
- ☐ Corridor trash cans emptied
- ☐ Stairwells
- ☐ Loading dock, mail room and bike room
- ☐ Shared conference rooms and tenant lounge

Shared restrooms

- ☐ Restrooms cleaned and disinfected
- ☐ Mirrors and partitions wiped
- ☐ Paper and soap topped up from our stock or the building's

Tenant suites, on each tenant's days

- ☐ Desks and work surfaces
- ☐ Kitchenettes
- ☐ Private restrooms
- ☐ Trash and recycling
- ☐ Floors, following the tenant's room list

Vacant suites and turnovers

- ☐ Ledges, vents and window sills dusted
- ☐ Kitchenette and restroom scrubbed
- ☐ Carpet vacuumed or extracted for showings
- ☐ Fine construction dust cleared after a build-out
- ☐ Touch-up visits for space that sits empty

Mixed-use and periodic work

- ☐ Shared trash rooms and service entrances
- ☐ Day porter rounds of lobby and restrooms
- ☐ Carpet extraction
- ☐ Strip-and-refinish on resilient tile
- ☐ Marble or terrazzo polishing in the lobby

Notes