

LOGO

COMPANY NAME

Address | Web/Email | Phone Number

COMMERCIAL CLEANING CHECKLIST

DETAILS

Company Name	Location	Notes

Date of Service Monday, 10 August, 2021

Reception Area / Foyer

Check box	Wood floors dusted/mopped/vacuumed, Carpets Cleaned and vacuumed	Yes	Comments
Check box	Clean front entrance glass	Yes	Comments
Check box	Cobwebs removed from ceilings	Yes	Comments
Check box	Furniture Dusted (if applicable)	Yes	Comments
Other			

Inner Office Areas

Check box	Empty bins and replace liners	Yes	Comments
Check box	Spot Clean walls and carpets	Yes	Comments
Check box	Dry sweep and wet mop floors	Yes	Comments
Check box	Clean interior glass	Yes	Comments
Check box	Dust ceiling and air vents	Yes	Comments
Check box	Disinfect all phones	Yes	Comments
Check box	Dust high and low work stations	Yes	Comments
Check box	Clean all office equipment	Yes	Comments

SIGNED & APPROVED BY