

COMMERCIAL CLEANING SERVICES CHECKLIST

High-Impact Cleaning for High-Traffic Environments

Professional commercial cleaning is about more than just appearance—it's about health, safety, and preserving your facility's value. Use this checklist to understand the scope of our commercial cleaning protocols.



Core Cleaning Tasks

- ☐ Dust all horizontal surfaces including desks, ledges, and partitions
- ☐ Spot cleaning and polish entry glass and interior windows
- ☐ Wipe down high-touch points: door handles, elevator buttons, rails
- ☐ Remove trash and recycling; replace liners
- ☐ Vacuum carpeted areas; spot treat stains
- ☐ Mop hard-surface floors with appropriate disinfectant
- ☐ Disinfect communal spaces: lobbies, conference rooms, break areas

Restroom Deep Cleaning

- ☐ Disinfect sinks, toilets, urinals, and counters
- ☐ Clean partitions and baseboards
- ☐ Polish mirrors and metal fixtures
- ☐ Restock consumables - paper towels, toilet paper, soap, and air fresheners

Periodic & Specialty Services

- ☐ Carpet steam cleaning or hot water extraction
- ☐ Tile & grout scrubbing with machine equipment
- ☐ Strip and wax VCT or sealed flooring
- ☐ Power wash exterior entrances and walkways
- ☐ Clean upholstered furniture and office chairs
- ☐ Window washing – interior and exterior glass panels

Eco-Friendly Options

- ☐ Green-certified cleaners and low-VOC products
- ☐ Recyclable liner usage and waste sorting
- ☐ Microfiber cleaning tools for reduced chemical use

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Best Practices for Commercial Cleaning

To ensure consistent, high-quality results across every job, our commercial cleaning experts follow a strict set of professional best practices:

Standardized Protocols

- ☐ Follow documented cleaning procedures tailored to each facility type (office, retail, medical, etc.)
- ☐ Use color-coded cloths and mops to prevent cross-contamination (e.g., restrooms vs. common areas)
- ☐ Adhere to CDC and OSHA guidelines for workplace hygiene

Product Selection & Usage

- ☐ Use commercial-grade, EPA-registered disinfectants
- ☐ Dilute chemicals accurately and according to manufacturer instructions
- ☐ Store cleaning agents safely away from work areas and ventilation systems

Equipment Care

- ☐ Regularly maintain vacuums, autoscrubbers, and floor machines
- ☐ Replace mop heads, microfiber cloths, and filters as needed
- ☐ Disinfect tools between jobs to prevent cross-site contamination

Quality Control

- ☐ Conduct walkthroughs with supervisors for large or multi-tenant properties
 - ☐ Provide clients with service logs and communication checklists
- Encourage client feedback to improve outcomes and service reliability

Let's Keep Your Business Spotless

Book a site walkthrough and discover how we can keep your space running efficiently. Call us at **(763) 571-9056** or **Request a Quote** Online



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