

EMERGENCY CLEANING SERVICES CHECKLIST

Essential Protocols & Procedures

When emergencies strike your commercial premises—such as floods, fires, biohazards, or unexpected facility issues—rapid, expert cleaning and sanitation **response is critical**. This checklist outlines the detailed steps and professional standards our commercial cleaning and janitorial teams follow to quickly restore safety, hygiene, and productivity to your business environment.



Step 1: Initial Assessment and Safety Protocol

- ☐ Conduct immediate hazard assessment and ensure the safety of your employees and our cleaning professionals.
- ☐ Use appropriate Personal Protective Equipment (PPE) including gloves, masks, goggles, and boots.
- ☐ Identify and secure any potential hazards (electrical, structural damage, biohazards).
- ☐ Communicate clearly with facility management about safety concerns and procedures.

Step 2: Equipment and Supplies Preparation

- ☐ Mobilize commercial-grade cleaning equipment: industrial vacuums, extractors, air movers, and dehumidifiers.
- ☐ Organize EPA-approved disinfectants, industrial sanitizers, degreasers, and odor-neutralizing solutions.
- ☐ Provide heavy-duty trash bags, disposable cleaning supplies, and protective coverings for furnishings and equipment.

Step 3: Comprehensive Cleaning Procedures

General Areas & Offices:

- ☐ Remove all debris, damaged materials, and refuse safely.
- ☐ Vacuum carpets, rugs, and upholstery thoroughly.
- ☐ Clean and sanitize all surfaces including desks, chairs, walls, doors, and windows.
- ☐ Check and service HVAC systems to remove contaminants and odors.

Kitchens & Breakrooms:

- ☐ Dispose of spoiled or contaminated food products.
- ☐ Deep clean and disinfect surfaces, appliances, sinks, and cabinetry.
- ☐ Mop floors using commercial-grade disinfectant and degreasing solutions.

Restrooms:

- ☐ Thoroughly disinfect all restroom fixtures and surfaces.
- ☐ Restock essential supplies (paper products, soaps).
- ☐ Sanitize flooring and ventilation systems to eliminate odors and pathogens.

Step 4: Specialized Cleaning Response

Biohazard and Infection Control:

- ☐ Secure and isolate contaminated areas immediately.
- ☐ Adhere to strict biohazard disposal guidelines and compliance standards.
- ☐ Perform thorough disinfection and sanitation using certified antimicrobial solutions.

Step 5: Final Inspection & Reporting

- ☐ Conduct detailed walkthrough inspections ensuring completion and quality.
- ☐ Provide photo documentation of before and after cleaning results.
- ☐ Obtain customer or management approval and sign-off.
- ☐ Safely remove and dispose of cleaning waste and equipment.

Why Choose Professional Emergency Cleaning Services?

- Minimize operational downtime and financial losses.
- Ensure health & safety compliance for your employees/customers.
- Leverage professional expertise, proven protocols, and specialized equipment.

Our dedicated emergency cleaning and janitorial services team can swiftly restore your facility after any unforeseen event. Call us at **(763) 571-9056** or **Request a Quote Online**



MID CITY CLEANING
Since 1965