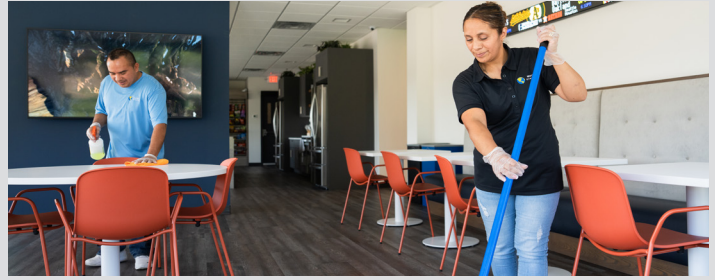


# JANITORIAL SERVICES CHECKLIST

## Day-to-Day Facility Maintenance That Keeps You Running Smoothly

Janitorial services focus on the ongoing cleanliness and functionality of your workplace. This checklist outlines our routine, scheduled, and responsive janitorial protocols.



### Daily Janitorial Tasks

- ☐ Empty waste bins and recycling
- ☐ Restock restroom and kitchen supplies
- ☐ Clean and sanitize touchpoints: door handles, switches, elevator buttons
- ☐ Wipe down counters, desks, and flat surfaces
- ☐ Vacuum entryways, lobbies, and high-traffic zones
- ☐ Mop and disinfect tile or hard flooring
- ☐ Maintain cleanliness in kitchens, lunchrooms, and shared areas

### Restroom Sanitation

- ☐ Disinfect toilets, sinks, and urinals
- ☐ Wipe and sanitize partitions and dispensers
- ☐ Polish mirrors and refill all products
- ☐ Use odor control solutions for freshness

### Scheduled & Rotational Tasks

- ☐ Deep clean restrooms and staff kitchens (weekly/monthly)
- ☐ Dust vents, ceiling fans, and overhead areas
- ☐ Clean appliance surfaces in breakrooms
- ☐ Restock and inventory janitorial supply closets
- ☐ Inspect for facility issues (burnt bulbs, leaks, etc.)

### Safety, Compliance, & Communication

- ☐ Use PPE and follow OSHA protocols
- ☐ Maintain and update SDS (Safety Data Sheets)
- ☐ Log completed tasks and report facility concerns
- ☐ Supervisor inspections and service quality checks

### Best Practices for Janitorial Services

Our janitorial services are built on disciplined routines and preventative protocols to keep your building operating safely and efficiently:

#### Consistency & Scheduling

- ☐ Stick to fixed schedules for recurring tasks, while allowing flexibility for urgent needs
- ☐ Customize task lists by area type (e.g., breakrooms, conference rooms, restrooms)
- ☐ Use site logs to track daily, weekly, and monthly task completion

#### Health & Safety Compliance

- ☐ Train all staff on OSHA regulations and bloodborne pathogen protocols
- ☐ Wear proper PPE at all times (gloves, masks, goggles as needed)
- ☐ Ensure all SDS sheets are current and easily accessible onsite

#### Communication & Reporting

- ☐ Maintain open lines with facility managers and building maintenance teams
  - ☐ Report safety hazards, leaks, or broken equipment immediately
- Use inspection checklists to ensure nothing is missed and issues are tracked

#### Sustainability & Waste Reduction

- ☐ Promote use of green cleaning products and techniques
- ☐ Limit use of single-use plastics and paper products
- ☐ Participate in recycling programs and educate clients on eco-friendly options

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