MULTI-TENANT CLEANING SERVICES CHECKLIST

Comprehensive Cleaning for Shared Office and Commercial Properties

Multi-tenant buildings require more than just surface cleaning—they demand coordination, consistency, and accountability across shared spaces, tenant suites, and high-traffic common areas. Use this checklist to understand the full scope of Mid City Cleaning's multi-tenant cleaning protocols, designed for property managers, landlords, and facility directors who want every tenant to walk into a spotless environment.

Core Cleaning Tasks *(Performed daily or as scheduled across common areas and shared spaces)*

- ☐ Dust all horizontal surfaces including ledges, desks, partitions, and railings
- ☐ Wipe down and disinfect high-touch points: door handles, elevator buttons, and light switches
- ☐ Vacuum all carpeted areas and mats; spot treat stains
- ☐ Sweep and mop hard-surface floors with EPA-approved disinfectant
- ☐ Clean entryways, lobbies, and corridors for immediate visual appeal
- ☐ Disinfect shared furniture, tables, and reception counters
- ☐ Empty trash and recycling bins; replace liners and sanitize receptacles
- ☐ Spot-clean walls, glass doors, and partitions
- ☐ Wipe fingerprints and smudges from glass and metal surfaces

Restroom Deep Cleaning *(Shared and tenant restrooms serviced for hygiene and compliance)*

- ☐ Clean and disinfect toilets, urinals, sinks, and countertops
- ☐ Sanitize partitions, walls, and baseboards
- ☐ Polish mirrors, dispensers, and metal fixtures
- ☐ Refill all consumables: paper towels, toilet paper, soap, and air fresheners
- ☐ Mop floors with disinfectant and check for moisture hazards
- ☐ Inspect for leaks or plumbing issues and report to property management

Breakrooms & Shared Kitchens

- ☐ Wipe and disinfect countertops, sinks, tables, and chairs
- ☐ Clean inside/outside of microwaves, refrigerators, and appliances
- ☐ Empty and sanitize trash bins
- ☐ Clean cabinet fronts and appliance handles
- ☐ Refill hand soap and paper towel dispensers

Elevators, Hallways & Common Areas

- ☐ Disinfect elevator buttons, handrails, and wall panels
- ☐ Spot-clean walls, doorframes, and signage
- ☐ Vacuum and mop all hallway surfaces
- ☐ Clean lobby windows, doors, and reception desks
- ☐ Maintain shared conference rooms and tenant-access areas

Periodic & Specialty Services *(Shared and tenant restrooms serviced for hygiene and compliance)*

- ☐ Carpet steam cleaning or hot water extraction
- ☐ Tile and grout scrubbing with machine equipment
- ☐ Strip and wax VCT or sealed flooring
- ☐ Wash interior and accessible exterior windows
- ☐ Upholstery and furniture deep cleaning
- ☐ Power wash exterior entrances, loading docks, and sidewalks
- ☐ Tenant Turnover Cleaning – full deep clean for move-ins/move-outs
- ☐ Day Porter Services – ongoing cleaning during business hours
- ☐ High-Touch Disinfection – ideal for medical or high-traffic facilities

Eco-Friendly Options

- ☐ Use of green-certified, low-VOC cleaning products
- ☐ Microfiber tools to reduce chemical waste
- ☐ Recyclable liners and waste sorting programs
- ☐ Environmentally responsible floor and window cleaning solutions

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Since 1965

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Best Practices for Multi-Tenant Cleaning

To deliver consistent results across large or shared properties, our multi-tenant cleaning specialists follow strict professional protocols:

Standardized Protocols

- [ ] Documented cleaning procedures for each building type (office, retail, medical, industrial)
- [ ] Color-coded cloths and mops to prevent cross-contamination between restrooms and common areas
- [ ] Adherence to OSHA and EPA cleaning standards
- [ ] Restore the area to normal operating conditions

Product Selection & Usage

- [ ] Commercial-grade, EPA-registered disinfectants
- [ ] Correct dilution ratios per manufacturer instructions
- [ ] Secure storage of all cleaning agents away from HVAC intakes and work areas

Equipment Care

- [ ] Regular maintenance of vacuums, scrubbers, and floor machines
- [ ] Replacement of mop heads and microfiber cloths on a schedule
- [ ] Sanitization of all cleaning tools between job sites

Quality Control

- [ ] Supervisor walkthroughs for multi-tenant and large properties
- [ ] On-site service logs and communication checklists for transparency
- [ ] Feedback loops for property managers and tenants to ensure satisfaction

Let's Keep Your Tenants Happy — and Your Building Spotless
From multi-tenant office towers to medical complexes and retail centers, Mid City Cleaning delivers customized janitorial programs that enhance tenant satisfaction and operational efficiency.

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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