

# GOVERNMENT FACILITIES CLEANING CHECKLIST

## Detailed Cleaning for Productive, Professional Workspaces

A comprehensive checklist designed for public buildings, municipal offices, state facilities, and other government environments. Use this guide to ensure your facility cleaning program meets the highest standards for hygiene, appearance, and compliance.



### Entryways & Lobby Areas (Performed daily or per scheduled frequency)

- Sweep and mop flooring
- Vacuum entry mats
- Wipe doors and glass surfaces
- Dust ledges, fixtures, and signage
- Clean reception desks and counters
- Empty trash and recycling
- Disinfect high-touch points (handles, railings, buzzers)

### Offices & Workstations (Maintained daily or multiple times per day in high-traffic offices)

- Empty trash and recycling bins
- Dust desks, shelving, and flat surfaces
- Wipe phones, keyboards, and mice
- Spot-clean partitions and cubicles
- Vacuum carpets or mop hard floors
- Disinfect high-touch points (light switches, doorknobs)

### Conference Rooms & Meeting Spaces

- Wipe and disinfect tables and chairs
- Clean AV equipment surfaces
- Dust blinds and window sills
- Vacuum or mop floors
- Disinfect remote controls and touchscreens
- Empty trash and recycling

### Restrooms & Locker Areas

- Disinfect toilets, urinals, sinks, and partitions
- Refill soap, paper towels, and toilet paper
- Clean mirrors and stainless steel surfaces
- Sweep and mop floors with disinfectant
- Empty trash and sanitary bins
- Disinfect door handles and dispensers

### Breakrooms & Kitchenettes (Scheduled monthly, quarterly, or as needed)

- Wipe counters and tabletops
- Clean microwaves (inside and out)
- Sanitize sinks and faucets
- Wipe refrigerator handles and exterior surfaces
- Refill paper products and soap
- Empty trash and recycling and wipe down receptacle
- Mop and disinfect flooring

### Public Service Areas

- Use of green-certified, low-VOC cleaning agents
- Microfiber mops and cloths to minimize chemical use
- Recyclable liners and waste-sorting programs
- Sustainable paper and soap product options

### Elevators & Stairwells

- Clean and polish elevator buttons and panels
- Sweep and mop elevator floor
- Disinfect handrails and call buttons
- Sweep stairwells
- Dust railings, corners, and landings

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## Hallways & Common Areas

- Dust and wipe high-touch surfaces
- Vacuum carpets or mop floors
- Clean interior windows and glass partitions
- Remove scuff marks on walls
- Check and restock hand sanitizer stations

## Building Exterior Touchpoints

- Clean entryway glass
- Empty exterior trash/recycling
- Wipe handrails and door handles
- Sweep immediate entry area

## Periodic & Deep Cleaning Tasks

- Carpet extraction
- Floor stripping and waxing
- High dusting and vent cleaning
- Window washing (interior/exterior)
- Pressure washing entrances/walkways
- Deep sanitation of high-traffic zones

## Safety & Compliance Checks

- Ensure cleaning chemicals align with OSHA and EPA guidelines
- Confirm SDS documentation is up to date
- Check storage rooms for proper labeling and secure storage
- Inspect equipment (vacuums, auto-scrubbers, etc.) for maintenance

## End-of-Shift Quality Control

- Confirm all rooms serviced per schedule
- Verify restrooms are fully restocked
- Document any maintenance issues
- Report security or access concerns
- Lock and secure assigned areas if required

## Best Practices for Government Facility Cleaning

To maintain secure, sanitary, and compliant public buildings, our government facility cleaning teams follow strict, standardized professional protocols designed for high-traffic and mission-critical environments.

## Standardized Protocols

- Customized cleaning plans based on building type (municipal offices, courthouses, admin buildings, public safety, community centers)
- Defined service routes to ensure full coverage of public areas, offices, and restricted zones
- Use of color-coded tools to eliminate cross-contamination between restrooms, public spaces, and administrative areas
- Alignment with OSHA and EPA-approved hygiene standards for safe chemical and equipment use
- Secure handling procedures for sensitive spaces, including document-restricted areas

## Product Selection & Usage

- EPA-compliant disinfectants appropriate for high-traffic government environments
- Proper dilution, storage, and labeling of all chemicals to meet regulatory expectations
- Use of low-odor, low-VOC products to minimize disruption during working hours
- Strict adherence to safety data sheets (SDS)
- Documentation of products used for transparency during audits or compliance checks

## Equipment Care

- Routine maintenance and sanitation of vacuums, auto-scrubbers, and specialty equipment
- Regular replacement of mop heads, microfiber cloths, filters, and worn components
- Inspection of equipment at the start and end of each shift
- Storage procedures that keep equipment organized, secured, and clear of public pathways
- Battery and cord safety checks for machinery operating in shared spaces



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## Security & Access Protocol

- Badge-verified check-in and check-out procedures for all cleaning personnel
- Secure handling of keys, access cards, and building codes
- Compliance with facility-specific security rules, including restricted zones and sensitive document areas
- End-of-shift walkthroughs to confirm all access points are locked and secured

## Quality Control

- Scheduled supervisor inspections, especially for multi-floor or multi-building government complexes
- Real-time digital cleaning logs for task tracking and performance accountability
- Clear communication channels between cleaners, facility managers, and department heads
- Zero-gap coverage planning to maintain service continuity during staff changes or absences
- Regular performance reviews to uphold consistent standards across government properties

## Public Health & Sanitization Protocols

- High-frequency disinfecting of door handles, counters, elevator buttons, service windows, and waiting areas
- Restroom sanitation practices designed to meet high-use requirements
- Placement and upkeep of hand-sanitizer stations throughout public areas
- Procedures for increased disinfection frequency during public health events or seasonal illness spikes

## Emergency & Incident Response

- Rapid response procedures for spills, accidents, or facility disruptions
- After-hours and same-day emergency cleaning availability
- Coordination with facility teams for incident reporting and cleanup documentation
- Special handling protocols for public event spaces or sudden traffic surges



## Let's Keep Your Facilities Spotless

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