TRANSPORTATION FACILITIES CLEANING CHECKLIST

Detailed Cleaning for Safe, Sanitary Transit Environments

A comprehensive checklist designed for transit stations, bus and rail terminals, airport facilities, fleet garages, distribution hubs, and other transportation environments. Use this guide to ensure your facility cleaning program meets the highest standards for hygiene, rider experience, and compliance.



Station Entrances & Lobbies *(Performed daily or per scheduled frequency)*

- [ ] Sweep and mop flooring
- [ ] Vacuum entry mats and runners
- [ ] Wipe entry doors, glass, and vestibule surfaces
- [ ] Dust ledges, fixtures, signage, and wayfinding displays
- [ ] Clean information desks and customer service counters
- [ ] Empty trash and recycling
- [ ] Disinfect high-touch points (handles, railings, turnstiles, push plates)

Ticketing, Fare & Kiosk Equipment *(Maintained daily or multiple times per day in high-traffic terminals)*

- [ ] Disinfect ticket vending machines and touchscreens
- [ ] Wipe fare gates, card readers, and validators
- [ ] Clean ticket windows, counters, and transaction trays
- [ ] Sanitize self-service kiosks and payment devices
- [ ] Dust equipment housings and cable management areas
- [ ] Report damaged or malfunctioning equipment to facility staff

Waiting Areas, Platforms & Boarding Zones

- [ ] Remove trash, cups, and debris from seating and platform surfaces
- [ ] Wipe and disinfect benches, seat backs, and armrests
- [ ] Sweep and mop platform flooring and tactile edge strips
- [ ] Spot-clean spills, gum, and stains promptly
- [ ] Clean glass shelters, windscreens, and partitions
- [ ] Wipe schedule boards, monitors, and digital displays
- [ ] Empty trash and recycling receptacles and wipe down lids
- [ ] Disinfect high-touch points (handrails, stanchions, call boxes)

Restrooms & Family Restrooms *(Rotating service throughout peak travel periods)*

- [ ] Disinfect toilets, urinals, sinks, and partitions
- [ ] Refill soap, paper towels, and toilet paper
- [ ] Clean mirrors and stainless steel surfaces
- [ ] Sanitize baby-changing stations
- [ ] Sweep and mop floors with disinfectant
- [ ] Empty trash and sanitary bins
- [ ] Disinfect door handles, dispensers, and hand dryers

Offices, Dispatch & Administrative Areas

- [ ] Empty trash and recycling bins
- [ ] Dust desks, shelving, and flat surfaces
- [ ] Wipe phones, keyboards, mice, and radio equipment
- [ ] Clean dispatch monitors and control room surfaces
- [ ] Spot-clean partitions and cubicles
- [ ] Vacuum carpets or mop hard floors
- [ ] Disinfect high-touch points (light switches, doorknobs)

Driver Lounges, Breakrooms & Locker Rooms

- [ ] Wipe counters, tabletops, and seating surfaces
- [ ] Clean microwaves, refrigerators, and appliance exteriors
- [ ] Sanitize sinks, faucets, and beverage stations
- [ ] Wipe locker fronts, benches, and shared storage areas
- [ ] Refill paper products and soap
- [ ] Empty trash and recycling and wipe down receptacles
- [ ] Mop and disinfect flooring

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Maintenance Bays, Garages & Service Areas

- [ ] Sweep and scrub shop flooring and service pits
- [ ] Degrease work surfaces, benches, and tool areas
- [ ] Clean and disinfect wash bay walls and drains
- [ ] Wipe down parts washers and equipment exteriors
- [ ] Empty trash, recycling, and shop rag receptacles
- [ ] Confirm proper containment and disposal of fluids and absorbents
- [ ] Keep aisles, lifts, and egress paths clear of debris

Hallways, Concourses & Common Areas

- [ ] Dust and wipe high-touch surfaces
- [ ] Vacuum carpets or mop floors
- [ ] Clean interior windows and glass partitions
- [ ] Remove scuff marks, handprints, and wall marks
- [ ] Wipe display cases, maps, and poster frames
- [ ] Check and restock hand sanitizer stations
- [ ] Empty trash and recycling along traffic routes

Building Exterior, Bus Bays & Parking Areas

- [ ] Clean entryway glass and shelter panels
- [ ] Empty exterior trash, recycling, and ash urns
- [ ] Wipe handrails, door handles, and queue stanchions
- [ ] Sweep immediate entry area, sidewalks, and loading zones
- [ ] Remove gum, litter, and debris from walkways and bus bays
- [ ] Police parking lots and passenger drop-off areas for litter

Green Cleaning Practices

- [ ] 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, Escalators & Stairwells

- [ ] Clean and polish elevator buttons and panels
- [ ] Sweep and mop elevator floors and door tracks
- [ ] Disinfect handrails, call buttons, and escalator rails
- [ ] Sweep stairwells and landings
- [ ] Dust railings, corners, and light fixtures

Periodic & Deep Cleaning Tasks *(Scheduled monthly, quarterly, or as needed)*

- [ ] Carpet extraction in lobbies and waiting areas
- [ ] Upholstery and vehicle seat deep cleaning
- [ ] Floor stripping, waxing, and burnishing
- [ ] High dusting of vents, beams, canopies, and light fixtures
- [ ] Window washing (interior/exterior)
- [ ] Pressure washing platforms, entrances, and bus bays
- [ ] Deep degreasing of garage and maintenance flooring
- [ ] 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
- [ ] Post wet-floor signage during and after cleaning
- [ ] Confirm exits, platforms, and egress paths remain clear
- [ ] Verify accessible routes and tactile surfaces are unobstructed
- [ ] Inspect equipment (vacuums, auto-scrubbers, etc.) for maintenance

End-of-Shift Quality Control

- [ ] Confirm all areas serviced per schedule
- [ ] Verify restrooms are fully restocked
- [ ] Confirm vehicles are service-ready for the next run
- [ ] Document any maintenance issues
- [ ] Report security or access concerns
- [ ] Turn in lost-and-found items per agency policy
- [ ] Lock and secure assigned areas if required

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Best Practices for Transportation Facility Cleaning

To maintain safe, sanitary, and compliant transit environments, our transportation cleaning teams follow strict, standardized professional protocols designed for high-traffic, around-the-clock operations.

Standardized Protocols

- [ ] Customized cleaning plans based on facility type (transit stations, bus and rail terminals, airport facilities, fleet garages, distribution hubs)
- [ ] Defined service routes to ensure full coverage of public areas, offices, platforms, and restricted zones
- [ ] Scheduling built around service hours, layovers, and overnight windows to minimize disruption
- [ ] Use of color-coded tools to eliminate cross-contamination between restrooms, public spaces, and vehicle interiors
- [ ] Alignment with OSHA and EPA-approved hygiene standards for safe chemical and equipment use
- [ ] Secure handling procedures for sensitive spaces, including dispatch, fare-handling, and restricted operations areas

Product Selection & Usage

- [ ] EPA-compliant disinfectants appropriate for high-traffic transit environments
- [ ] Products rated safe for vehicle interiors, upholstery, and electronic fare equipment
- [ ] Proper dilution, storage, and labeling of all chemicals to meet regulatory expectations
- [ ] Use of low-odor, low-VOC products to minimize disruption during service 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 passenger pathways
- [ ] Battery and cord safety checks for machinery operating in shared spaces
- [ ] Safe staging of equipment away from platform edges, tracks, and vehicle movement lanes

Security & Access Protocol

- [ ] Badge-verified check-in and check-out procedures for all cleaning personnel
- [ ] Secure handling of keys, access cards, vehicle fobs, & building codes
- [ ] Compliance with facility-specific security rules, including restricted zones and operations areas
- [ ] Adherence to track, platform, and yard safety rules for personnel working near active service
- [ ] Lost-and-found handling procedures consistent with agency policy
- [ ] End-of-shift walkthroughs to confirm all access points are locked and secured

Quality Control

- [ ] Scheduled supervisor inspections, especially for multi-level or multi-site transit systems
- [ ] Real-time digital cleaning logs for task tracking and performance accountability
- [ ] Clear communication channels between cleaners, facility managers, and operations staff
- [ ] Zero-gap coverage planning to maintain service continuity during staff changes or absences
- [ ] Regular performance reviews to uphold consistent standards across all transportation properties

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Public Health & Sanitization Protocols

- [ ] High-frequency disinfecting of handrails, grab poles, fare gates, kiosks, and seating
- [ ] Restroom sanitation practices designed to meet high-use requirements
- [ ] Placement and upkeep of hand-sanitizer stations throughout passenger areas
- [ ] Procedures for increased disinfection frequency during public health events or seasonal illness spikes

Emergency & Incident Response

- [ ] Rapid response procedures for spills, accidents, or service disruptions
- [ ] After-hours and same-day emergency cleaning availability
- [ ] Biohazard and bodily-fluid cleanup protocols with proper PPE and disposal
- [ ] Coordination with operations teams for incident reporting and cleanup documentation
- [ ] Special handling protocols for weather events, detours, or sudden ridership surges

Let's Keep Your Facilities Spotless
From transit stations to fleet garages, Mid City Cleaning delivers reliable, professional cleaning services that keep your riders comfortable and your operation running smoothly.

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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