





## Commercial Cleaning Checklist

General Cleaning 	Flat Rate \$150
Dust all surfaces including desks, shelves, and other furniture.	✓
Wipe down all horizontal surfaces with a disinfectant cleaner.	✓
Vacuum carpets or mop floors.	✓
Empty trash cans and replace liners.	✓
Clean and disinfect light switches and doorknobs.	✓
Clean windows and glass surfaces. (Indoor where accessible Only)	✓
Straighten up chairs in the lunchroom (light furniture as common chairs or lunch box)	✓
Check and refill supplies such as paper towels, toilet paper, and soap in restrooms.	✓
Restrooms 	
Clean and disinfect toilets, sinks, and countertops.	✓
Refill soap dispensers.	✓
Refill toilet paper and paper towel dispensers.	✓
Clean mirrors.	✓
Sweep and mop floors	✓
Kitchen/Breakroom 	
Clean countertops and tables.	✓
Wipe down appliances including microwave, refrigerator, and coffee maker. (exterior Only)	✓
Sweep and mop floors.	✓
Dispose of expired food items.	✓
Meeting Room 	
Dust and wipe down tables and chairs.	✓
Vacuum or mop floors. (If required)	✓
Clean whiteboards or chalkboards (Permission Required).	✓

Electronics 

Dust/Vacuum and wipe down computer monitors, keyboards, and mice.	✓
Clean telephone receivers and other electronic devices.	✓
Clean computer screens with appropriate cleaning solutions.	✓
Tidy up the desk.	✓

Additional Tasks: (additional fee start from 40\$) 

Clean and organise storage areas.		
Dispose of any unnecessary clutter or items.		
Clean out and organise filing cabinets.		
Water plants if applicable.		
Check for any maintenance issues and report them to the appropriate department.		
Every exterior kitchen appliance such as Microwave, Oven and fridges.		
Monthly/Quarterly Tasks: (Additional fee may apply)		
Deep clean carpets or schedule professional carpet cleaning.		
Clean light fixtures and ceiling fans.		
Wipe down walls and baseboards.		
Clean behind and underneath furniture		