



## COMMERCIAL CLEANING CHECKLIST

### **Office Space/Conference Room(s)/Classroom(s):**

- Dust baseboard, windowsills, ceiling fans, fixtures
- Clean mirrors
- Vacuum/sweep and mop
- Empty trash receptacles & discard trash

### **Kitchen Area:**

- Wipe all appliances and countertops
- Clean stove & microwave's interior/exterior
- Wipe clean chairs, tables and cabinets
- Vacuum/sweep and mop floors

### **Bathroom(s):**

- Dust and wipe corners, mirrors, faucets, basins and countertops
- Vacuum/sweep and mop floors

