WHAT'S INCLUDED

Commercial Cleaning Checklist

Area-by-area scope
All supplies included

A commercial cleaning keeps your **workspace clean, healthy and presentable** for your team and your customers. Available as a one-time service or on a recurring schedule, including **after business hours**.

AREA BY AREA

1 Offices & workstations

- [x] Desks and work surfaces dusted and wiped (cleared areas)
- [x] Chairs wiped and spot-cleaned
- [x] Reachable shelves, ledges and window sills dusted
- [x] Glass partitions and interior doors spot-cleaned
- [x] Trash and recycling emptied, liners replaced
- [x] Floors vacuumed and mopped

2 Restrooms

- [x] **Toilets and urinals cleaned and disinfected**
- [x] Sinks, counters and faucets sanitized
- [x] Mirrors cleaned streak-free
- [x] Partitions and high-touch surfaces disinfected
- [x] Soap, paper towels and toilet paper restocked (client supplies)
- [x] Floors mopped and disinfected

3 Break room & kitchenette

- [x] Countertops and tables wiped and sanitized
- [x] Sink and faucet scrubbed
- [x] Inside and outside of the microwave cleaned
- [x] Exterior of appliances wiped (fridge, coffee maker)
- [x] Trash emptied, liners replaced
- [x] Floor swept and mopped

4 Lobby, sales floor & common areas

- [x] **Entrance glass doors cleaned**
- [x] Reception desk and counters wiped
- [x] Displays and shelves dusted (reachable)
- [x] **High-touch points disinfected:** handles, switches, railings
- [x] Hallways and stairs vacuumed or mopped
- [x] Entry mats vacuumed

HOW IT WORKS

SIMPLE & TRANSPARENT

1. **Tell us about your space:** type of business, square footage and how often.
2. **We confirm scope and price in writing** before any work begins. No hidden fees.
3. **Our team arrives on schedule,** during or after business hours, with all supplies.
4. **You receive a photo report** after every visit.

OPTIONAL ADD-ONS

Interior windows · glass, frames and sills

Inside the fridge · break room refrigerator

Detail visit · baseboards, vents and high dusting

Not included: exterior windows, carpet shampooing, floor stripping and waxing, pressure washing, and biohazard or medical waste.