

The superior office cleaning standards we set for ourselves help to ensure that your office will always look its best & enhance your building's property value.

Restrooms

1. Empty trash
2. Sinks, countertops, toilets, urinals (clean, sanitize, polish)
3. Glass, mirrors, chrome (clean, polish)
4. Dispensers: soap, tissue, towels (fill, clean, sanitize)
5. Partitions (dust)
6. Doors, partitions (spot clean)
7. Restroom walls, door handles, light switches (spot clean)

Break Room

1. Clean sink, countertops, tables
2. Wipe outsides of appliances & vending machines
3. Straighten chairs and tables
4. Clean outside of microwave
5. Clean outside of refrigerator



Floors

1. Resilient/tile – (sweep, mop)
2. Carpet (vacuum)
3. Mats (vacuum)
4. Vacuum (edges)

Windows

1. Doorways (clean both sides)
2. Office glass (spot clean fingerprints)



Exterior

1. Entrance, (sweep)
2. Empty trash

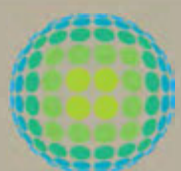
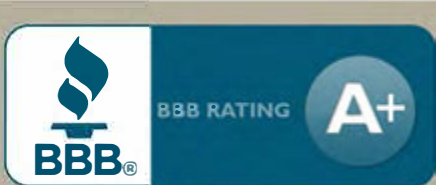
Office Areas

1. Trash (empty, replace liners as needed)
2. Drinking fountains (clean, polish, sanitize)
3. Dust desk areas, tables, file cabinets, sills
4. High dust (vents, items on walls)
5. Low dust (chair & table legs, sides of desks)
6. Cleared desks, tables (damp wipe)
7. Light switches, phones (wipe, sanitize)
8. Push plates, kick plates (damp wipe)
9. Baseboards (dust, clean)
10. Clean elevators (doors, walls, treads, vacuum)
11. Stairwells (dust, vacuum)



Closing Checklist

1. Push chairs into desks, tables
2. Turn off designated lights
3. Shut designated doors
4. Lock entrance & exits



IICRC
Institute of Inspection Cleaning
and Restoration Certification

Good SERVICE is good business.

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