

Business and office park cleaning: what we clean

Tick the shared spaces on a walk with your property manager, one copy per building.

Park _____ Building _____
Walked by _____ Date _____

Shared lobbies and corridors

- ☐ Entry glass and directory panels wiped
- ☐ Elevator cabs and buttons cleaned
- ☐ Stairwells and corridors kept clear
- ☐ Lobby furniture, planters and ledges dusted on a rotation
- ☐ Drinking fountains and elevator door tracks
- ☐ Corridor carpet spot-treated

Shared restrooms

- ☐ Restrooms serviced on each floor
- ☐ Paper and soap stocked

Tenant suites

- ☐ Each suite's rooms, tasks and visit days written down
- ☐ Medical suites cleaned to the practice protocol
- ☐ EPA-registered disinfectants in medical suites
- ☐ Vacant suites refreshed before showings
- ☐ Newly signed tenants added before move-in
- ☐ Build-out dust removed before furniture is delivered

Amenities

- ☐ Fitness room equipment and mats wiped and disinfected
- ☐ Fitness room floor cleaned
- ☐ Cafe counters, tables and seating
- ☐ Conference center tables, chairs, glass and carpet reset around bookings

Entrances and grounds

- ☐ Door glass and hardware
- ☐ Walk-off mats vacuumed or shaken out
- ☐ Ash urns and exterior bins emptied
- ☐ Outdoor break tables wiped
- ☐ Bike racks and benches near shuttle stops on a rotation
- ☐ Garage elevator lobbies

Porter route and planned projects

- ☐ Porter route between buildings: restrooms, lobbies, conference rooms
- ☐ Spills handled during the day
- ☐ Repair needs passed to your maintenance team
- ☐ Corridor carpet extraction planned park-wide
- ☐ Tenants told about lobby floor work before it starts

Notes
