Government and public agency building cleaning: what we clean

Walk the building with your facilities contact and tick each space in the routine.

Building _____ **Address** _____

Walked by _____ **Date** _____

Public entrances and lobbies

- ☐ Entrances, lobbies and corridors, busiest spaces first
- ☐ Lobby floors cleaned every visit
- ☐ Public counters and shared surfaces
- ☐ Day porter for restrooms and entrances during public hours

Department offices and meeting rooms

- ☐ Offices cleaned after staff leave
- ☐ A separate room list for each department
- ☐ One department's change leaves the others untouched
- ☐ Conference rooms and break areas after hours
- ☐ Rooms used for public sessions cleaned after heavy days
- ☐ Upper-floor staff offices on a lighter pattern
- ☐ Records rooms on a nightly or weekly schedule

Restrooms and shared rooms

- ☐ Public restrooms cleaned on every visit
- ☐ Shared rooms and break areas
- ☐ Frequency matched to public service and staff hours

Access and restricted areas

- ☐ Your badge, escort and screening rules followed from the first visit
- ☐ Restricted areas left closed
- ☐ Rooms that stay locked noted before service starts
- ☐ Building entry arranged through your facility contact
- ☐ Proof of insurance on file with your facilities office

Floors

- ☐ Resilient tile corridors stripped, waxed or burnished during a closure
- ☐ Carpeted offices and meeting rooms on periodic carpet cleaning

Details to have ready

- [ ] Public hours and staff hours
- [ ] Room lists by department
- [ ] Entry, badging and escort rules
- [ ] Floor types in the public corridors

Notes