

Office and R&D park cleaning: what we clean

Walk the campus with this sheet and split landlord areas from tenant suites.

Campus _____ Address _____

Walked by _____ Date _____

Every building's lobby

- ☐ Front doors and sidelights wiped
- ☐ Tenant directory and elevator landings
- ☐ Lobby seating wiped down
- ☐ Hard lobby floor swept and mopped to its traffic
- ☐ Stair towers and elevator cars on the same pass

Common restrooms

- ☐ Disinfected and restocked each night visit
- ☐ Midday check in heavy-use buildings
- ☐ Grout, stall panels and fixture bases on a deep-clean cycle

Tenant suites

- ☐ Each suite listed with its own plan
- ☐ Office tenants: nightly service if chosen
- ☐ R&D tenants: offices, break room and restrooms only
- ☐ Flex tenants: front office plus swept shop floor
- ☐ Badge, alarm and key steps followed per tenant
- ☐ Labs and production rooms only when added
- ☐ Post-construction clean before a move-in

Amenities

- ☐ Fitness machines, benches and mats wiped
- ☐ Locker rooms cleaned
- ☐ Cafe seating, condiment counters and tray return
- ☐ Conference center reset after each booking

Outdoors

- ☐ Entry doors and glass cleaned
- ☐ Threshold mats vacuumed
- ☐ Walkways picked up
- ☐ Break patio tables wiped and ash cans emptied
- ☐ Planters and grounds through landscape maintenance

Porter route and reporting

- ☐ Restroom checks building by building
- ☐ Lobby door smudges and the cafe after lunch
- ☐ Conference rooms between meetings
- ☐ Dripping sinks or bad latches flagged in one report

Notes
