

Government building cleaning: what we clean

Walk the facility with this sheet, noting restricted rooms and their escort rules.

Agency or facility _____ Address _____

Walked by _____ Date _____

Public counters and lobbies

- ☐ Counters and queue rails cleaned and disinfected
- ☐ Ticket kiosks, pens and card readers
- ☐ Lobby seating
- ☐ Glass partitions cleared of fingerprints
- ☐ Entrance restrooms cleaned and restocked

Chambers and hearing rooms

- ☐ Dais surfaces and public podiums
- ☐ Microphone bases
- ☐ Audience seating
- ☐ Carpet vacuumed
- ☐ Nearby restrooms
- ☐ Evening meetings worked into the schedule

Staff floors

- ☐ Workstations and conference rooms
- ☐ Break rooms and copy areas
- ☐ Staff restrooms
- ☐ Trash, recycling and shred bins as your agency directs

Restricted spaces

- ☐ Records rooms, evidence storage and IT closets
- ☐ Entered only with escort or authorization
- ☐ Papers, files and screens left untouched
- ☐ Sign-in, badge, key and alarm steps followed

Daytime porter and floors

- ☐ Lobby restrooms kept stocked
- ☐ Counter bins emptied and spills caught
- ☐ Lobby floors on a scrub or strip-and-refinish cycle
- ☐ Extra visits around elections and hearings

Libraries and community centers

- ☐ Reading tables, carrels and public keyboards
- ☐ Children's areas and book-drop rooms
- ☐ Carpet vacuumed between the stacks
- ☐ Multipurpose rooms, kitchens and gyms on their own lists

Notes
