

Multi-tenant building cleaning: what we clean

Carry this sheet through the common areas and any covered suites, one property per copy.

Property _____ Address _____

Walked by _____ Date _____

Lobby

- ☐ Entry glass and directory boards
- ☐ Reception counter and seating
- ☐ Entry mats vacuumed
- ☐ Hard floor dust-mopped and damp-mopped

Elevators and shared floors

- ☐ Call buttons and handrails
- ☐ Stainless cab panels polished
- ☐ Cab floors cleaned
- ☐ Corridors, stairwells and drinking fountains
- ☐ Common trash points emptied
- ☐ Recycling taken to central collection

Shared restrooms

- ☐ Each floor's restrooms cleaned and disinfected
- ☐ Paper, soap and liners restocked
- ☐ Nights per week set for each area

Tenant suites

- ☐ Landlord-covered suites with their own task lists
- ☐ Tenant-paid work on separate lines
- ☐ Extras such as suite carpet extraction billed as directed
- ☐ Key, badge and alarm steps for each suite

Turnover between leases

- ☐ Walls and doors washed
- ☐ Light fixtures, vents and window sills
- ☐ Restrooms and kitchenettes, cabinet interiors too
- ☐ Carpet extraction or hard-floor scrub and refinish
- ☐ Interior glass, blinds and baseboards detailed
- ☐ Break-area refrigerator and microwave inside
- ☐ Move-out and key-handover dates noted

Porter rounds

- ☐ Lobby restrooms kept stocked
- ☐ Common bins emptied
- ☐ Elevator buttons wiped
- ☐ Entry plaza and parking structure litter
- ☐ Spills and conference center resets

Notes
