Multi-tenant building cleaning: what we clean

Walk the common areas and suites with your property manager and tick each one.

Building _____ **Address** _____

Walked by _____ **Date** _____

Lobby and elevators

- ☐ Front doors and push bars polished
- ☐ Tenant directory and mailbox bank wiped
- ☐ Ledges and planters dusted
- ☐ Lobby floor vacuumed or mopped, walk-off mats lifted
- ☐ Elevator cab walls, doors and button panels
- ☐ Elevator floors cleaned and door tracks cleared

Shared restrooms

- ☐ Fixtures and partitions on every floor
- ☐ Floor drains
- ☐ Paper, soap and liners refilled from property or our stock

Corridors and stair towers

- ☐ Corridors vacuumed or mopped edge to edge
- ☐ Suite entry doors and kick plates
- ☐ Drinking fountains
- ☐ Stair treads, landings and handrails
- ☐ Shared kitchens and bookable conference rooms
- ☐ Management office

Back of house and outside

- ☐ Trash room and janitor's closet kept orderly
- ☐ Bags pulled to the enclosure, dock apron swept
- ☐ Litter around entries and planters
- ☐ Walks, plazas and enclosure pad pressure washed on schedule
- ☐ Hard corridor floors scrubbed and refinished on a calendar

Tenant suites

- [ ] Each suite on its own checklist and nights
- [ ] Medical suites cleaned to that practice's protocol
- [ ] Suites added or dropped as leases change
- [ ] Move-out turnover: walls spot-cleaned, carpet extracted, floors finished
- [ ] Build-out dust cleared from vents, sills and new fixtures

Daytime and follow-up

- [ ] Day porter restocks restrooms and empties lobby bins
- [ ] Elevator panels wiped and spills handled during the day
- [ ] Supervisor inspections against the property's written checklist
- [ ] Proof of insurance for the ownership's vendor file

Notes