Commercial Recurring Cleaning

Checklist

**Bathrooms**:

Dust & sanitize

* Sink
* Toilet
* Counters
* Windowsills
* Light fixtures within reach
* Mirrors

Sweep & mop

Empty trash cans

**Kitchenette / Break Rooms**

Dust & sanitize:

* Sink
* Counters
* Tables
* Outer appliances
* Microwave (interior & exterior)
* Windowsills
* Light fixtures within reach
* Mirrors

Sweep & mop

Empty trash cans

**Conference rooms & Offices:**

Dust & clean

* Tables / Desks
* Computers
* Phones
* Furniture
* Windowsills
* Light fixtures within reach
* Mirrors

Sweep & mop or vacuum as appropriate

Stairs and hallways are also swept/mopped or vacuumed as appropriate.

Blinds are also cleaned under certain circumstances.

Services available for additional cost:

* Interior refrigerators
* Windows