

Commercial Cleaning Checklist

Site details

Field	Entry
Site / address	
Date	
Cleaner	
Time in	
Time out	

Checklist

Area	Task	Nightly	Weekly	Monthly	Done
Entrance	Glass doors, mats, floor	Yes			
Offices	Empty bins, wipe desks, vacuum	Yes			
Washrooms	Toilets, sinks, mirrors, restock, floor	Yes			
Kitchen	Counters, sink, microwave, floor	Yes			
Kitchen	Fridge clean-out		Yes		
Floors	Machine scrub or deep vacuum		Yes		
All	High dusting, vents			Yes	

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