

Janitorial Checklist

Nightly

Area	Task	Photo?	Done
Entrance and lobby	Vacuum or mop entry, clean entry mats	Yes, after	
Entrance and lobby	Clean glass doors and touchpoints		
Entrance and lobby	Empty garbage and recycling		
Washrooms	Clean and disinfect toilets, urinals, sinks	Yes, after	
Washrooms	Refill soap, paper towel, toilet paper	Yes, supply shelf	
Washrooms	Mop floors		
Kitchen or break room	Wipe counters, sink, tables	Yes, after	
Kitchen or break room	Empty garbage, compost, recycling		
Kitchen or break room	Load or run dishwasher if in scope		
Offices and open areas	Empty garbage and recycling at desks		
Offices and open areas	Vacuum high-traffic carpet		
Offices and open areas	Wipe shared surfaces and touchpoints		
Boardroom	Wipe table, reset chairs, clean whiteboard	Yes, after	
Garbage area	Bags to bins, area tidy	Yes, after	
Close up	Lights off, windows closed, doors locked	Yes, locked set	

Weekly

Area	Task	Photo?	Done
All floors	Full vacuum including under desks		
Hard floors	Machine scrub or deep mop	Yes, before and after	
Kitchen	Clean microwave and fridge exterior		
Washrooms	Descalc fixtures, clean partitions		
Offices	Dust ledges, sills and vents		
Glass	Interior partitions and glass walls		

Monthly

Area	Task	Photo?	Done
Carpet	Spot treatment or extraction	Yes, before and after	

Area	Task	Photo?	Done
High dusting	Vents, light fixtures, top of cabinets		
Fridge	Clean out (with client's agreement)		

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