

NAME OF COMPANY / DAY OF CLEANING
CLIENT ADDRESS

Lunch area and outdoor bathrooms are done twice weekly on Wednesday and Sunday.

Lunch Area: (mop and bucket onsite)

- _____ Wipe counters, table tops and benches with Clorox spray
- _____ Wipe outside of fridges
- _____ Clean sink
- _____ Clean all 3 microwaves inside and out
- _____ Clean coffee maker (be sure to check filter and empty if needed)
- _____ Empty trash into bin outside door
- _____ Sweep and mop entire floor

Outdoor Bathroom 1:

- _____ Replace TP as needed
- _____ Clean mirror
- _____ Clean sink
- _____ Clean toilet (use Comet and brush inside/use Clorox spray outside)
- _____ Wipe cabinet top
- _____ Empty trash and replace bags. Place trash in white dumpster across from second gate.
- _____ Sweep and mop floor

Outdoor Bathroom 2:

- _____ Replace TP as needed
- _____ Clean mirror
- _____ Clean sink, shower stall
- _____ Clean toilet, urinal (use Comet and brush inside/use Clorox spray outside)
- _____ Wipe cabinet top
- _____ Empty trash and replace bags. Place trash in white dumpster across from second gate.
- _____ Sweep and mop floor

Office Building is to be cleaned once weekly on Wednesday.

Trash/Recycle:

- _____ Trash cans throughout to be emptied. Trash goes into dumpster.
 - _____ Recycle bins to be emptied, goes into blue bins outside. When emptying trash/recycle from bathrooms – toilet paper does NOT go into recycle bins.
- NOTE: leave recycle box near front copier after emptying, leave recycle bins in back kitchen for them to empty.

Front Area: DO NOT TOUCH SCREEN OR JOYSTICK DEVICE AT ALL!!!

- _____ Wipe desk, counter, tops of furniture (remove dust and finger prints). Be sure to get areas behind computer screens around and under computer cords. **DO NOT** wipe right side computer screen with wet cloth! Use only dry, soft cloth IF dusty.
- _____ Wipe down copier as needed
- _____ Clean the front door with glass cleaner inside and out.
- _____ Vacuum floor and rug by copier thoroughly, using hose only for spaces under desk with cords

Offices/Conference Room:

- _____ Wipe down desk, counter, tops of furniture, light switches and doors (remove dust and finger prints). Be sure to get areas behind computer screens around and under computer cords. **DO NOT** wipe computer screens with wet cloth! Use only dry, soft cloth IF dusty.
- _____ Wipe down printer/copier/scanner as needed
- _____ Remove dirty dishes to kitchen for cleaning
- _____ Vacuum floor thoroughly, using hose only for spaces under desks with cords

Men's Bathroom:

- _____ Replace TP as needed
- _____ Clean mirror
- _____ Clean sink
- _____ Clean toilet, urinal (use Comet and brush inside/use Clorox spray outside)
- _____ Wipe windowsill
- _____ Empty trash and replace bags
- _____ Vacuum small rug
- _____ Sweep and mop floors

Women's Bathroom:

- _____ Replace TP as needed
- _____ Clean mirror
- _____ Clean sink
- _____ Clean toilet (use Comet and brush inside/use Clorox spray outside)
- _____ Wipe windowsill
- _____ Empty trash and replace bags
- _____ Vacuum small rug
- _____ Sweep and mop floors

Kitchen:

- _____ Shake crumbs from toaster
- _____ Clean coffee maker (be sure to check filter and empty if needed)
- _____ Wipe counters with Clorox spray
- _____ Wipe outside of fridge
- _____ Clean sink and wash any dishes (put dishes away as needed for space)
- _____ Clean microwave inside and out
- _____ Vacuum small rug
- _____ Sweep and mop entire floor

Miscellaneous:

- _____ Remove cobwebs throughout as needed
- _____ Check glass door in back and clean as needed.
- _____ Wipe down large plotter (printer type device) in back by kitchen as needed.