Office park cleaning: what we clean

Bring this sheet on the campus walk and tick each area, suite and amenity.

Park _____ **Building** _____

Walked by _____ **Date** _____

Common lobbies and restrooms

- ☐ Lobbies, corridors and stairwells
- ☐ Entrance glass and directory signs
- ☐ Elevator panels and rails
- ☐ Common restroom fixtures and floors
- ☐ Restroom restock from our supplies or the property's

Tenant suites

- ☐ Reception areas
- ☐ Private offices
- ☐ Conference rooms
- ☐ Break rooms
- ☐ In-suite restrooms
- ☐ Visit times, task list and contact for each suite
- ☐ Billing through the park or straight to the tenant

Shared amenities

- ☐ Fitness equipment touchpoints, mirrors and floors
- ☐ Locker rooms restocked
- ☐ Cafe tables, counters and waste stations
- ☐ Conference center reset after each event
- ☐ Parking-garage lobbies and elevator cabs

Exteriors and shared doors

- ☐ Entry glass and door hardware
- ☐ Walk-off mats
- ☐ Smoking and break areas: ash urns, tables, benches, litter
- ☐ Mail rooms and package lockers
- ☐ Loading-area doors shared by tenants

Porter route and access

- [ ] Common restrooms checked in each building
- [ ] Lobbies tidied and spills caught
- [ ] Keys and access cards listed per building
- [ ] Alarm arming steps written down
- [ ] Doors that stay locked noted

Rainy months

- [ ] Entrance mats moved up the list
- [ ] Lobby floors mopped early enough to dry
- [ ] Stairwell landings

Notes