Government office cleaning: what we clean

Walk the building with your facilities contact and mark the rooms and windows to include.

Agency or building _____ **Address** _____

Walked by _____ **Date** _____

Public entrances and counters

- ☐ Entrance and reception floors
- ☐ Waiting-room seating and the floor beneath it
- ☐ Counter tops and payment windows
- ☐ Pens and kiosk exteriors
- ☐ Corridors along public routes
- ☐ Public restrooms cleaned and restocked

Offices and workrooms

- ☐ Staff desks wiped around files left in place
- ☐ Shared printers and copy rooms surface-cleaned
- ☐ Mail areas cleaned without moving papers
- ☐ Meeting rooms
- ☐ Staff breakrooms
- ☐ Regular trash collection

Libraries and community rooms

- ☐ Library rooms
- ☐ Community centers and civic halls
- ☐ Tasks set by floor material and room use
- ☐ Carpeted reading areas: extraction and spot treatment

Access and scheduling

- ☐ Hours open to the public
- ☐ Rooms needing an escort or badge
- ☐ Records rooms and secured offices cleared to enter
- ☐ Day porter window for lobbies and restrooms
- ☐ After-closing window for the recurring crew
- ☐ Who supplies paper and soap

Floor projects

- [ ] Lobby and corridor routes swept, mopped and vacuumed
- [ ] VCT corridors stripped and waxed
- [ ] Burnishing between finish coats
- [ ] Stone lobby test area before treatment
- [ ] Projects booked for evenings or weekends

Notes