

Commercial Facility Cleaning Checklist

A practical, customizable checklist for offices and commercial facilities. Use it to audit your current cleaning service or to build a written scope of work. Frequencies are typical starting points — your facility may need more or less.

Every visit (daily on service days)

- Empty trash and recycling; replace liners
- Entrance: glass, handles, mats, visible debris
- Restrooms: fixtures, counters, mirrors, floors; restock consumables
- Breakroom: tables, counters, sink; reset seating
- High-touch points: door handles, switches, shared controls
- Vacuum carpeted traffic lanes; sweep and mop hard-floor traffic areas
- Spot-clean spills and visible smudges

Weekly

- Vacuum all carpeted areas edge to edge
- Mop all hard floors, including low-traffic rooms
- Dust desks (per scope), ledges, and window sills
- Clean interior glass and partitions
- Wipe conference tables and shared equipment surfaces
- Breakroom appliance exteriors
- Check supply levels; report shortages

Monthly

- High dusting: vents, tops of cabinets, door frames
- Baseboards and corners
- Deep-clean restroom partitions and tile walls
- Detail entryway: mat deep-clean or rotation, thresholds
- Upholstered furniture vacuuming (per scope)
- Review scope vs. actual facility needs

Quality inspection points

- Restrooms: odor, restock levels, floor corners, fixture shine
- Entrance: first-impression check from a visitor's viewpoint
- Floors: traffic lanes vs. edges consistency
- Trash: no missed cans, liners correctly sized
- Touchpoints: visible smudge check on glass and steel
- Issue log: were reported items corrected and documented?

Facility-specific additions (fill in your own)

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Notes

This checklist is a general guide, not a service agreement or a compliance standard. A real cleaning program should be documented in a written scope of work: tasks, frequencies, exclusions, and responsibility for consumables. Volga Task Services LLC provides free facility walkthroughs and written proposals across Brunswick, Medina, Strongsville, and nearby Northeast Ohio communities. We do not provide biohazard remediation, medical-facility cleaning, or specialty floor refinishing.

Get a written scope for your facility: vlgtaskservices.com · 216-633-1811