



Commercial Cleaning Checklist

Customer Name: _____ Service Date/ Time: _____ Final Inspection Performed By: _____
 Did Customer Do A Walk Through Before Leaving? _____ Initial here if customer was not home at time of job completion

Offices/ Cubicles/ Laundry Room/ Utility Room/ Lobby Hallway-11													Inspection Score	
Standard Service Visit													Possible Score	Recieved
Remove cobwebs, dust light fixtures, return vents, ceiling fans													_____	_____
Wipe off all light switches, outlet covers, and door knobs													_____	_____
Tidy area, fold blankets, and arrange pillows													_____	_____
Dust knickknacks, wall decor, and personal itmes													_____	_____
Dust off shelves, file cabinets													_____	_____
Clean and buff all mirrors, glass, and entry way doors													_____	_____
Dust off window ledges													_____	_____
Spot clean dust off couches and chairs													_____	_____
Clean chair back, couchions, and legs													_____	_____
Empty garbage and wipe down canister													_____	_____
Vacuum, mop, or hand clean floor including corners and edges													_____	_____

Kitchentte/ Breakroom- 15		
Standard Service Visit		
Treat mold in grout and caulking with brush		
Scrub dry sink and counter tops, work off buildup on the seams of the sink and fixtures		
Straighten towels (trifold)		
Remove cobwebs, dust light fixtures, return vents, ceiling fans		
Wipe off all light switches, outlet covers, and door knobs		
Dust knickknacks, wall decor, and personal itmes		
Dust off shelves, file cabinets		
Clean inside microwave		
Wipe down table and charis		
Wipe down fridge, oven, and microwave		
Clean and buff all mirrors, glass, and entry way doors		
Dust off window ledges		
Use stainless steel polish where it's appropriate		
Empty garbage and wipe down canister		
Vacuum, mop, or hand clean floor including corners and edges		

Bathroom- 18													Inspection Score	
Standard Service Visit													Possible Score	Recieved
Spray tub with tile cleaner and let sit													_____	_____
Treat mold in grout and caulking with brush													_____	_____
Spray sink with bathroom cleaner let sit													_____	_____
Scrub inside of toilet and let sit													_____	_____
Scrub/ dry tub, shower floor, walls, and grout													_____	_____
Scrub shower door tracks and glass													_____	_____
Scrub dry sink and counter tops, work off buildup on the seams of the sink and fixtures													_____	_____
Scrub outside toilet, base and surrounding stall walls													_____	_____
Remove cobwebs, dust light fixtures, return vents, ceiling fans													_____	_____
Straighten towels (trifold)													_____	_____
Wipe off all light switches, outlet covers, and door knobs													_____	_____
Dust knickknacks, wall decor, and personal itmes													_____	_____
Clean from of all cabinets, handles, knobs, hindges, grooves													_____	_____
Clean and buff all mirrors and glass													_____	_____
Dust off window ledges													_____	_____
Polish towel and toilet paper holder													_____	_____
Empty garbage and wipe down canister													_____	_____
Vacuum, mop, or hand clean floor including corners and edges													_____	_____

* technicians wash your hands after the job has been completed and after cleaning the bathrooms.

Additional Items/ Notes: _____

No need to tip! If you loved your cleaning heroes today, leave a 5-star view on Google and we will give them a \$25 bonus. If you didn't thoroughly enjoy your cleaning, we stand by our 200% guarantee- a free reclean then a refund if you are still not 100% happy!