

# CLEANING CHECKLIST

	Cleaning Function	Product Used	How To	Frequency	Special Instructions
Office	Trash	12 – 16 Gallon Bag	Empty trash can if no open liquids are present.	DAILY	Take the can to your cart. Change the can liner only if the bag is damaged.
	Vacuum	Electric Upright	Vacuum completely all carpet.	DAILY	Vacuum around any items an employee may have on the floor.
	Dusting	Feather Duster	Brush over item to be dusted.	WEEKLY	Each room must be dusted thoroughly. <b>DO NOT</b> dust the top of desks!
	Sanitizing	Anti-Bacterial Spray	Sanitize each door handle on both sides	DAILY	Use a clean blue rag. Once the rag has been used on 10 rooms, replace it.
	Log	Notepad	Note any damage or deficiency in the room	DAILY	Please not anything that needs maintenance attention.
	Lights		Shut off all lights in the room.	DAILY	
	Door		Shut the door and confirm it is locked.	DAILY	
	Cleaning Function	Product Used	How To	Frequency	Special Instructions
Break Area	Trash	31 – 33 Gallon Bag	Empty trash can if no open liquids are present. Replace the liner.	DAILY	Take the can to your cart.
	Vacuum	Electric Upright	Vacuum completely all carpet	DAILY	If there is no carpet, sweep and then mop the floor.
	Dusting	Feather Duster	Brush over item to be dusted.	WEEKLY	Each room should be dusted thoroughly.
	Microwave – Clean	Formula 505	Clean the microwave entirely, inside & out.	DAILY	There should be no remnants of food in the microwave.
	Microwave – Sanitize	Anti-Bacterial Spray	Sanitize the door handle, buttons, and area where food is placed.	DAILY	Use a clean blue rag, replace when completed with <b>THIS</b> task.
	Refrigerator – Clean	Formula 505	Clean the refrigerator entirely, inside & out.	DAILY	Do not throw food away unless special instructions are placed on the door.
	Refrigerator – Clean	Formula 505	Take all items out and clean all shelves, drawers, & walls.	1 <sup>st</sup> MONDAY OF MONTH	Use a clean blue rag, replace when completed with <b>THIS</b> task.
	Refrigerator – Sanitize	Anti-Bacterial Spray	Sanitize all handles of the refrigerator, inside & out.	DAILY	Use a clean blue rag, replace when completed with <b>THIS</b> task.
	Refrigerator – Sanitize	Anti-Bacterial Spray	Take all items out and sanitize all shelves, drawers, & walls.	1 <sup>st</sup> MONDAY OF MONTH	Use a clean blue rag, replace when completed with <b>THIS</b> task.
	Coffee Maker	Water	Coffee pots must be emptied with filter & grounds removed.	DAILY	Dispose of waste properly.
	Coffee Maker	CLR	Fill the pot half full of water and remainder with CLR.	FRIDAY	Rinse thoroughly with water after 2 minutes. <b>DO NOT</b> use in the coffee mater itself, only the coffee pot.
	Countertops & Cabinets	Formula 505	Clean the countertops and cabinet faces completely.	DAILY	Use a clean blue rag, replace when completed with <b>THIS</b> task.
	Countertops & Cabinets	Anti-Bacterial Spray	Sanitize countertop, cabinet, drawer handles, & phone hand set.	DAILY	Use a clean blue rag, replace when completed with <b>THIS</b> task. <b>DO NOT</b> spray directly on phone.
	Sink	Formula 505	Clean the sink and faucet completely.	DAILY	Use a clean blue rag, replace when completed with <b>THIS</b> task.
	Sink	Anti-Bacterial Spray	Sanitize the faucet and handles.	DAILY	Use a clean blue rag, replace when completed with <b>THIS</b> task.
	Tables & Chairs	Formula 505	Clean the tables and chairs.	DAILY	Use a clean blue rag, replace when completed with <b>THIS</b> task.
	Tables & Chairs	Anti-Bacterial Spray	Sanitize the tables and chairs.	DAILY	Use a clean blue rag, replace when completed with <b>THIS</b> task.
	Food	Trash	Dispose of all food that is not properly stored.	DAILY	No food should be left uncovered.
	Paper Towels	Roll	There should be a roll in place.	DAILY	If the current roll will not make it to your next shift, leave an unwrapped roll for use.
	Facial Tissue	Kleenex	There must be one box in the room.	DAILY	The box must not be to near the sink.
	Hand Sanitizer	Purell	The hand sanitizer should be placed next to the sink.	AS NEEDED	
	Dish Soap	Dawn	Fill the dish soap bottle	WEEKLY	Use the existing container.
Log	Notepad	Note any damage or deficiency in the room	DAILY	Please not anything that needs maintenance attention.	
Lights		Shut off all lights in the room.	DAILY		
Door		Shut the door and confirm it is locked.	DAILY		

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	Cleaning Function	Product Used	How To	Frequency	Special Instructions
Common Areas	Trash	12 – 16 Gallon Bag	Empty trash can if no open liquids are present.	DAILY	Take the can to your cart. Change the can liner only if the bag is damaged.
	Vacuum	Electric Upright	Vacuum completely all carpet.	DAILY	
	Dusting	Feather Duster	Brush over item to be dusted.	DAILY	Each room should be dusted thoroughly.
	Sanitizing	Anti-Bacterial Spray	Sanitize each door handle on both sides.	DAILY	Use a clean blue rag. Once the rag has been used on 10 rooms, replace it.
	Facial Tissue	Kleenex	There should be a box at each reception desk.	DAILY	
	Glass	Glass Cleaner	Clean both sides of glass in doors.	DAILY	Use a clean white rag. Replace the rag after each room, or sooner if necessary.
	Wood	Pledge	Wipe down all wood work	WEDNESDAY	Use a clean blue rag. Replace the rag after each room, or sooner if necessary.
	Log	Notepad	Note any damage or deficiency in the room	DAILY	Please not anything that needs maintenance attention.
	Lights		Shut off all lights in the room.	DAILY	
Door		Shut the door and confirm it is locked.	DAILY		
	Cleaning Function	Product Used	How To	Frequency	Special Instructions
Restrooms	Trash – Sanitary Napkin	4 Gallon Bag	Replace any sanitary napkin bag that has waste in it.	DAILY	Take the bag to your cart.
	Trash – General	12 – 16 Gallon Bag	Empty trash and replace the liner.	DAILY	Take the bag to your cart.
	Toilet	Formula 505	Clean all surfaces of the toilet except the bowl.	DAILY	Use a clean blue rag. Replace the rag after this step on this toilet.
	Toilet	Acid Bowl Cleaner	Clean the toilet bowl with the scrub brush.	DAILY	
	Toilet	Anti-Bacterial Spray	Sanitize the seat & handle of this each toilet.	DAILY	Use a clean blue rag. Replace the rag after this step on this toilet.
	Urinal	Formula 505	Clean all surfaces of the urinal except the bowl.	DAILY	Use a clean blue rag. Replace the rag after this step on this urinal.
	Urinal	Acid Bowl Cleaner	Clean the interior walls of the urinal with the scrub brush.	DAILY	
	Urinal	Anti-Bacterial Spray	Sanitize the handles of the flush valve.	DAILY	Use a clean blue rag. Replace the rag after this step on this urinal.
	Urinal	Urinal Screen	Remove and install a new screen.	AS NEEDED	When you no longer see a cake, it is time to replace.
	Mirror	Glass Cleaner	Clean the mirror thoroughly.	DAILY	Use a clean white rag. Replace the rag after every two mirrors.
	Sink	Formula 505	Clean all surfaces of the sink.	DAILY	Use a clean blue rag. Replace the rag after this step on this sink.
	Sink	CLR	Clean all metal and bowl.	THURSDAY	Follow the instructions on the bottle.
	Sink	Anti-Bacterial Spray	Sanitize the faucet & handles.	DAILY	Use a clean blue rag. Replace the rag after this step on this sink.
	Partitions & Grab Bars	Formula 505	Clean all surfaces.	DAILY	Use a clean blue rag. Replace the rag after this step in this restroom.
	Partitions & Grab Bars	Anti-Bacterial Spray	Sanitize all surfaces.	DAILY	Use a clean blue rag. Replace the rag after this step in this restroom.
	Toilet Tissue	Toilet Paper	Ensure that there are no empty rolls in the dispenser.	DAILY	
	Paper Towels	Multi-Fold Towels	Ensure the towel dispenser is not below minimum height.	DAILY	Ensure they are installed correctly.
	Paper Dispensers	Formula 505	Clean all exposed surfaces of the toilet paper & towel dispensers	DAILY	Use a clean blue rag. Replace the rag after this step in this restroom.
	Paper Dispensers	Anti-Bacterial Spray	Sanitize each exposed surface of the toilet paper & towel dispensers.	DAILY	Use a clean blue rag. Replace the rag after this step in this restroom.
	Soap	Box Soap	Refill the dispenser	AS NEEDED	Ensure the soap stays within the box supplied.
	Hand Sanitizer	Purell	The hand sanitizer should be placed next to a sink.	AS NEEDED	
	Air Freshener	Rubbermaid Cartridge	Replace the cartridge.	AS NEEDED	If it does not move, it needs to be replaced.
	Log	Notepad	Note any damage or deficiency in the room	DAILY	Please not anything that needs maintenance attention.
Lights		Shut off all lights in the room.	DAILY		
Door		Shut the door and confirm it is locked.	DAILY		