



The ULTIMATE

Business Cleaning Checklist

For your entry way, community areas, and offices *everyday cleaning*

- High-to-low dusting: windowsills, chairs, counters, cabinets, desks.
- Floor Care: vacuum carpeted areas, sweep and dust mop ceramic and hard floor surfaces.
- Spot clean entrance glass and any other glass surfaces to remove fingerprints and smudges.
- Dust and sanitize telephones.
- Wipe and sanitize door knobs.
- Empty all waste bins and replace liners.
- Disinfect all touch-points.

weekly to daily cleaning

- Dust hard to reach surfaces, such as the tops of partitions and air vents.
- Remove any cobwebs that have accumulated.
- Fully damp mop ceramic and other hard floor areas.
- Buff hard floors as needed.
- Vacuum or clean upholstered furniture, such as cubicle walls, chair seats, and sofas.

*open this list on
your phone*



For your kitchen and break rooms

everyday cleaning

- Sanitize tabletops, counters, and cabinets.
- Damp wipe interior and exterior of microwave.
- Vacuum carpeted areas; sweep and/or dust mop and damp mop hard flooring.
- Sanitize and wipe down sinks.
- Wipe down the exterior of the refrigerator; clear out any old food and dispose.
- Empty trash bins and replace liners; make sure to check behind each bin for misses.

For your restrooms

everyday cleaning

- Restock toilet paper, paper towels, soap dispensers, and any other supplies.
- Wipe and disinfect paper towel dispensers.
- Empty waste bins and wipe and disinfect bins.
- Clean and polish mirrors – focus on splash areas
- Disinfect and wipe down sinks.
- Dust partitions and mirror frames.
- Disinfect urinals and toilets – both inside and outside.
- Disinfect and wipe down both sides of toilet seats.
- Clean and polish mirrors – focus on splash areas
- Mop and rinse restroom floors with a disinfectant.

After you've made your way through this checklist, **GET IN TOUCH** with your Corvus Commercial Cleaning partner to discuss a custom cleaning plan that meets your specific cleaning needs, budget and schedule.

