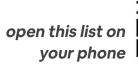


The ULTIMATE

Business Cleaning Checklist

For your entry way, community areas, and offices

veryday 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.
reekly 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.





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 specifc cleaning needs, budget and schedule.

