



Commercial Cleaning Checklist

A starting checklist for offices and commercial spaces. Building: _____ Week of: _____

DAILY

- ☐ Empty trash and recycling; replace liners
- ☐ Clean and disinfect restrooms, fixtures, and mirrors
- ☐ Restock soap, paper, and dispensers
- ☐ Wipe break room counters, sink, and tables
- ☐ Disinfect high-touch points: handles, switches, rails
- ☐ Spot clean entry glass
- ☐ Vacuum entry mats and high-traffic carpet
- ☐ Sweep and damp mop hard floors

WEEKLY

- ☐ Dust desks, ledges, and sills (clear surfaces)
- ☐ Vacuum all carpeted areas edge to edge
- ☐ Clean microwave and refrigerator exterior
- ☐ Wipe phones and shared keyboards
- ☐ Clean interior glass and partitions
- ☐ Dust vents and baseboards in common areas
- ☐ Polish stainless steel and fixtures
- ☐ Check and report maintenance issues

MONTHLY AND QUARTERLY

- ☐ Clean refrigerator interior (monthly)
- ☐ High dusting: lights, vents, tops of cabinets
- ☐ Detail baseboards and door frames
- ☐ Spot clean upholstery and walls
- ☐ Machine scrub hard floors
- ☐ Deep clean carpet in traffic lanes (quarterly)
- ☐ Electrostatic sanitization (seasonal or as needed)
- ☐ Exterior power washing of entries (seasonal)

Every building is different. Revitalize Real Estate builds your exact scope after a free walkthrough and sends a written proposal. contact@revitalizere.com · revitalizere.com/book