Business park cleaning: what we clean

Carry this from building to building and mark what each one needs.

Park _____ **Building** _____

Walked by _____ **Date** _____

Shared lobbies and corridors

- ☐ Entry glass and door hardware
- ☐ Directory boards and lobby furniture
- ☐ Elevator cabs and buttons
- ☐ Reception desk
- ☐ Hard floors dust-mopped and damp-mopped
- ☐ Corridors, stairwells and landings vacuumed and spot cleaned
- ☐ Periodic floor care to hold the finish

Shared restrooms

- ☐ Cleaned, disinfected and restocked each visit
- ☐ Grout, tile and partitions on a periodic deep clean

Tenant suites

- ☐ Suite name and service hours: _____
- ☐ Suite checklist agreed with the tenant
- ☐ Lab suite rooms done to the tenant's own procedures
- ☐ Production or warehouse space added through industrial cleaning
- ☐ Vacant suite cleaned for leasing tours
- ☐ Suite readied before the next move-in

Amenities

- ☐ Fitness room equipment, mirrors and mats
- ☐ Locker rooms disinfected
- ☐ Cafe or shared kitchen after service
- ☐ Conference center tables wiped and chairs aligned after bookings

Outside each building

- ☐ Entry glass and frames
- ☐ Entry mats rotated or vacuumed
- ☐ Outdoor bins wiped down
- ☐ Smoking and break areas picked up
- ☐ Day porter route between buildings in business hours

Report to the property manager

- [ ] Work completed, by building
- [ ] Supervisor quality inspection results
- [ ] Repairs, supply issues and tenant requests flagged

Notes