

## Commercial Facilities Cleaning Checklist

Facility: \_\_\_\_\_ Manager: \_\_\_\_\_ Month/Year: \_\_\_\_\_

### DAILY CLEANING TASKS

#### Reception & Common Areas

- Vacuum/mop floors
- Wipe reception desk & counters
- Sanitise door handles & light switches
- Sanitise lift buttons & handrails
- Empty and reline all bins
- Clean shared equipment (printers, keypads)
- Spot-clean glass doors & mirrors
- Replenish entry hand sanitiser dispensers

#### Toilets & Bathrooms

- Disinfect toilet bowls, seats & cisterns
- Clean sinks, tapware & benchtops
- Sanitise dispensers (soap, paper, dryer)
- Restock soap, paper towels & toilet paper
- Mop floors with disinfectant solution
- Empty sanitary bins
- Wipe mirrors & glass surfaces
- Replace air fresheners as needed

#### Kitchen & Breakrooms

- Wipe benchtops with food-safe sanitiser
- Clean exterior of all appliances
- Sanitise sink and tapware
- Empty bins & replace liners
- Clean & sanitise tables and chairs
- Sweep and mop floors
- Replenish dish soap & paper towels

#### Meeting Rooms

- Wipe down tables and chairs
- Sanitise AV panels, remotes & phones
- Vacuum floors / spot-clean carpets
- Empty bins
- Clean whiteboard if required

### WEEKLY CLEANING TASKS

#### General Facility

- Deep vacuum carpets incl. edges
- Mop all hard floors
- Clean interior glass & partition panels
- Dust shelving, skirting & window ledges
- Clean lift interior — walls, floors, buttons
- Sanitise all touchscreen surfaces
- Clean stairwells and landings
- Inspect and clean air vents/grilles

#### Toilets & Bathrooms (deep clean)

- Descale toilet bowls & urinals
- Descale tapware & showerheads
- Scrub grout lines and tiles
- Clean behind and around fixtures
- Check and clean exhaust fans

#### Kitchen & Breakrooms (deep clean)

- Clean inside microwave & appliances
- Wipe fridge interior, check expiry dates
- Descale kettles & coffee machines
- Clean dishwasher filter & interior
- Clean behind appliances

### MONTHLY CLEANING TASKS

- High-level dust: ceiling fans & lights
- Clean all internal windows floor to ceiling
- Deep clean kitchen appliances
- Scrub and reseal hard floors if required
- Spot-clean fabric furniture & partitions
- Inspect outdoor areas & bin enclosures
- Audit cleaning supply inventory & reorder

### QUARTERLY & ANNUAL TASKS

- Professional carpet steam cleaning
- External window cleaning (multi-storey)
- Strip and re-coat vinyl/linoleum flooring
- Pest inspection & preventative treatment
- Deep clean HVAC ducts & air handlers
- Review cleaning schedule with contractors
- Audit product usage & update supply orders

## MONTHLY SIGN-OFF

Week	Completed by	Checked by	Date	Notes
Week 1				
Week 2				
Week 3				
Week 4				