



OFFICE CLEANING

- Desk & Workstation Areas
- Dust and wipe all surfaces including desks, shelves, and gadgets.
- Sanitize keyboards, mice, and phone handsets.
- Empty waste bins and replace liners.
- Vacuum carpets and mats.
- Clean air vents and monitor screens gently with appropriate cleaners.
- Common Areas & Meeting Rooms
- Dust furniture, fixtures, and decor.
- Clean glass surfaces and doors.
- Arrange magazines, furniture, and decor items neatly.
- Mop hard floors and vacuum carpets.
- Sanitize light switches, door handles, and railings.

CANTEEN AND KITCHEN CLEANING

- Surfaces & Appliances
- Clean and sanitize countertops, tables, and sinks.
- Wipe down exteriors of appliances -microwaves, refrigerators, coffee makers.
- Deep clean ovens, grills, and exhaust hoods regularly.
- Empty and clean refrigerators of expired items weekly.
- Storage & Trash
- Organize pantry shelves and storage cabinets.
- Dispose of garbage regularly and sanitize the bins.
- Sweep and mop floors, paying attention to under-table and appliance areas.



RESTROOM SANITATION PROCEDURES

- Toilets & Urinals
- Clean and disinfect all surfaces, including handles, seats, and flush mechanisms.
- Check and refill toilet paper, hand towels, and soap dispensers.
- Unclog and maintain plumbing as needed.
- Sinks & Countertops
- Sanitize sinks, faucets, and countertops.
- Clean mirrors and glass surfaces.
- Sweep and mop floors with disinfectant.
- Empty sanitary bins and replace liners.

WINDOW CLEANING

- Interior & Exterior
- Clean glass with streak-free glass cleaner.
- Wipe down frames and sills.
- Remove cobwebs and dust from corners and edges.
- Clean blinds and curtains as per material requirements.

FLOOR MAINTENANCE

- Carpeted Areas
- Vacuum daily or as needed.
- Spot clean stains immediately.
- Schedule deep cleaning or shampooing periodically.
- Hard Floors
- Sweep and mop with appropriate cleaners.
- Buff and polish floors periodically.
- Address spills and marks immediately to prevent slips.



STAIRCASE AND ELEVATORS

- Staircase
- Sweep stairs and landings regularly.
- Mop with non-slip floor cleaner.
- Dust handrails and balustrades.
- Elevators
- Clean and polish doors and control panels.
- Vacuum or mop floors.
- Wipe down walls and mirrors.

OUTDOOR CLEANING CHECKLIST

- Entrances & Exits
- Sweep and wash down walkways and steps.
- Clean door mats and exterior door surfaces.
- Empty and clean outdoor trash bins.
- Parking & Green Areas
- Litter picking and sweeping parking areas.
- Maintain landscaping by trimming and watering plants.
- Clean and maintain outdoor seating and recreational areas.



CONSTRUCTION CLEANUP

- Rough Cleaning (Post Construction).
- Debris Removal.
- Remove all large debris, scraps, and materials no longer needed.
- Ensure dumpsters or bins are properly filled and removed from the site.
- Sweeping and Preliminary Cleaning.
- Sweep floors and stairways to remove dust and smaller debris.
- Vacuum spaces with installed carpets to collect fine dust.
- Clear out HVAC systems to remove any construction dust.

FINAL CLEANING (PRE-OCCUPANCY)

- Dust and Wash Surfaces
- Dust all surfaces including ceilings, walls, and fixed fixtures.
- Clean windows, glass partitions, and mirrors.
- Wash all surfaces, especially in kitchens and bathrooms, to remove dust and grime.
- Floor Care
- Deep clean and polish all types of flooring (hardwood, tile, carpet, etc.).
- Clean and seal grout lines for tiled areas.
- Address any protective coatings that need application or removal.
- Fixtures and Appliances
- Clean and polish all fixtures, appliances, and fittings.
- Remove any protective film from appliances and windows.
- Check and clean electrical sockets and switch plates.
- Safety Inspection
- Ensure all construction materials, nails, and hazardous objects are removed, especially from areas accessible to children and pets.
- Verify that all installed fixtures and fittings are secure and functional.



TOUCH-UP CLEANING (POST-OCCUPANCY PREPARATION)

- Detailing
- Perform a detailed inspection for missed spots, especially in corners and hidden areas.
- Clean any marks or stains on walls, floors, or carpets discovered during the final walk-through.
- Exterior Cleaning
- Clean exterior windows and doors.
- Sweep and power wash driveways, walkways, and patios if applicable.
- Tidy up the landscaping, removing any leftover debris and construction materials.
- Continuous Maintenance (Ongoing)
- Regular Inspections
- Conduct regular inspections to identify areas needing repair or maintenance.
- Scheduled Maintenance
- Plan for regular maintenance of critical areas, especially after harsh weather conditions or heavy use.

DISINFECTION PROTOCOLS IN A JANITORIAL CHECKLIST

- Routine Disinfection
- Identify high-touch areas for daily disinfection, including door handles, light switches, elevator buttons, and shared equipment.
- Use EPA-registered disinfectants suitable for the surface material.
- Follow the product's instructions for application and proper ventilation.
- Enhanced Disinfection.
- In case of exposure to infectious diseases, implement enhanced disinfection protocols.
- Wear protective gear (gloves, masks) during disinfection processes.
- Allow for proper dwell times as per disinfectant instructions to ensure effectiveness.
- Specific Areas



RESTROOMS

- Disinfect all surfaces, including stalls, faucets, and dispensers.
- Focus on high-touch areas like door handles and light switches.
- Common Areas
- Sanitize tables, chairs, and shared surfaces regularly.
- Disinfect communal devices, such as printers or coffee machines, between uses.
- Personal Workspaces
- Encourage employees to disinfect their workstations daily, providing necessary supplies.
- Include keyboards, mice, and phone handsets in routine disinfection.
- Record-Keeping

DOCUMENTATION

- Keep a log of disinfection activities, including dates, areas cleaned, and products used.
- Monitor and adjust protocols based on health guidelines and facility needs.