Business and office park cleaning: what we clean

On the property walk, mark what the park covers and what each tenant adds.

Park _____ **Building** _____

Walked by _____ **Date** _____

Shared lobbies and corridors

- ☐ Lobbies, corridors and stairwells to one park standard
- ☐ Elevator cabs
- ☐ Directory signs and door hardware wiped
- ☐ Drinking fountains
- ☐ Shared restrooms cleaned and restocked each service day

Shared rooms

- ☐ Conference and training rooms reset after bookings
- ☐ Tenant lounge tables wiped, chairs straightened
- ☐ Trash removed and floors finished
- ☐ How often each shared room is serviced, set by the manager

Tenant suites

- ☐ Each suite's own days and task list recorded
- ☐ Suites cleaned to our office cleaning standard
- ☐ Dental or medical suites cleaned to their own protocol
- ☐ Vacated suites cleaned for the next occupant

Amenities

- ☐ Fitness equipment wiped, mirrors and floor cleaned
- ☐ Break pavilion and cafe tables, counters and floors
- ☐ Shared kitchen supplies refilled
- ☐ Bike rooms and tenant showers scrubbed and stocked

Outside each building

- ☐ Entry glass and door frames
- ☐ Walk-off mats vacuumed and shaken out
- ☐ Exterior bins and ash stations emptied and wiped
- ☐ Smoking and break areas tidied
- ☐ Walkways, courtyards and plazas pressure washed on request

Porter loop and reporting

- [ ] Daytime porter loop through every building
- [ ] Shared restrooms and lobbies refreshed, spills handled
- [ ] Tenant requests from the manager taken care of
- [ ] Common rooms set up and reset for moves and events
- [ ] Maintenance items spotted by the crew listed in the report

Notes