Multi-tenant property cleaning: what we clean

Walk each address with this sheet and mark the shared spaces and suites to cover.

Property _____ **Address** _____

Walked by _____ **Date** _____

Entry and lobby

- ☐ Entry doors and sidelights cleaned
- ☐ Lobby floor vacuumed or mopped
- ☐ Directory boards and elevator panels wiped
- ☐ Drinking fountains polished

Shared restrooms

- ☐ Toilets, urinals and sinks disinfected
- ☐ Stall partitions and mirrors wiped down
- ☐ Floor mopped
- ☐ Paper, soap and liners topped up from your stock or ours

Corridors, stairs and trash

- ☐ Corridors and stairwells vacuumed or swept
- ☐ Handrails and door push plates wiped
- ☐ Common trash and recycling taken to the enclosure
- ☐ Day porter for restrooms and lobby between night visits

Vacant suite turnover

- ☐ Suite restroom fixtures descaled and kitchenette scrubbed
- ☐ Window sills and blinds dusted; interior glass cleaned
- ☐ Cabinet interiors wiped; window tracks vacuumed
- ☐ Light-switch plates and door hardware cleaned
- ☐ Carpet extraction or vinyl tile strip-and-refinish
- ☐ Post-construction clean after tenant improvements

Outside the door

- ☐ Pressure washing for storefront walks and entry pads
- ☐ Trash enclosures washed, storm drains covered first
- ☐ Litter picked up along the curb and around planters
- ☐ Landscape beds and front shrubs trimmed

Paperwork and follow-up

- [ ] Written room list for each address
- [ ] Visit days set per property
- [ ] One contact for every building placed with us
- [ ] Supervisor inspections against the room list
- [ ] Proof of insurance in your vendor binder

Notes