

General Janitorial checklist

Routine cleaning that keeps a workplace sanitary and presentable. Set up nightly, weekly or on whatever cycle suits the site.

Restrooms

- ☐ Clean and disinfect toilets, urinals, sinks and countertops
- ☐ Wipe and disinfect partitions, dispensers and high-touch surfaces
- ☐ Spot clean mirrors and fixtures
- ☐ Refill soap, paper towels and toilet paper (client supplied unless agreed otherwise)
- ☐ Empty trash and replace liners
- ☐ Damp mop floors with disinfectant solution

Offices & conference rooms

- ☐ Dust desks, tables, shelving and accessible horizontal surfaces
- ☐ Wipe high-touch points including phones, door handles and light switches
- ☐ Empty trash and replace liners
- ☐ Spot clean glass surfaces and interior glass doors
- ☐ Vacuum carpet, or sweep and mop hard floors

Hallways & common areas

- ☐ Dust ledges, railings and accessible surfaces
- ☐ Spot clean walls and doors as needed
- ☐ Vacuum or mop flooring throughout traffic areas
- ☐ Empty trash receptacles

Break rooms & kitchenettes

- ☐ Wipe and disinfect countertops, tables and sinks
- ☐ Exterior wipe-down of appliances including microwave, refrigerator and coffee equipment
- ☐ Empty trash and replace liners
- ☐ Sweep and mop floors

Free estimates anywhere in Indiana. Every job is quoted at a firm written price after a free assessment.