



Office Checklist



Customizing your cleaning has never been easier!

Select Individual Items or select our recommended Essentials Package and Add-ons.

Recommended Essentials Package

Premium Add-ons

Elite Add-ons

Office: _____

Date: _____

Entrance

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Dust Light Fixtures | <input type="checkbox"/> Clean & Disinfect Keyboards/ Mouse | <input type="checkbox"/> Remove High Cobwebs | <input type="checkbox"/> Spot Clean the Walls (noticeable marks) |
| <input type="checkbox"/> Dust Air Register Vent | <input type="checkbox"/> Clean & Disinfect Desk & Chairs | <input type="checkbox"/> Clean Air Register Vent | <input type="checkbox"/> Hand Wash Shutters |
| <input type="checkbox"/> Dust Picture Frames | <input type="checkbox"/> Empty Trash & Recycling | <input type="checkbox"/> Spot Clean Doors & Door Frames | <input type="checkbox"/> Clean Window Glass (Interior only) |
| <input type="checkbox"/> Clean & Disinfect Entry/Exit Doors | <input type="checkbox"/> Vacuum Floors | <input type="checkbox"/> Dust Shutters | <input type="checkbox"/> Clean Window Sills (Interior only) |
| <input type="checkbox"/> Clean & Disinfect Door Handles | <input type="checkbox"/> Mop Floors | <input type="checkbox"/> Dust Baseboards | <input type="checkbox"/> Clean Window Track & Frame (Interior only) |
| <input type="checkbox"/> Clean & Disinfect Light Switch Plates | <input type="checkbox"/> Spray Bio Enzymatic Digester | | <input type="checkbox"/> Hand Wash Baseboards |
| | | | <input type="checkbox"/> Tile & Grout Cleaning |

Bathrooms

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Dust Light Fixtures | <input type="checkbox"/> Clean Paper Towel Holder & Toiletry Dispensers | <input type="checkbox"/> Remove High Cobwebs | <input type="checkbox"/> Spot Clean the Walls (noticeable marks) |
| <input type="checkbox"/> Dust Air Register Vent | <input type="checkbox"/> Clean & Disinfect Toilets | <input type="checkbox"/> Clean Air Register Vent | <input type="checkbox"/> Hand Wash Shutters |
| <input type="checkbox"/> Dust Picture Frames | <input type="checkbox"/> Wipe Walls & Baseboards around Toilet | <input type="checkbox"/> Dust Shutters | <input type="checkbox"/> Clean Window Glass (Interior only) |
| <input type="checkbox"/> Clean & Disinfect Light Switch Plates | <input type="checkbox"/> Empty Trash Bins | <input type="checkbox"/> Spot Clean Doors & Door Frames | <input type="checkbox"/> Clean Window Sills (Interior only) |
| <input type="checkbox"/> Clean & Disinfect Door Handles | <input type="checkbox"/> Vacuum Floors | <input type="checkbox"/> Dust Baseboards | <input type="checkbox"/> Clean Window Track & Frame (Interior only) |
| <input type="checkbox"/> Dust Furniture | <input type="checkbox"/> Mop Floors | | <input type="checkbox"/> Clean Interior Cabinets |
| <input type="checkbox"/> Clean Mirrors | <input type="checkbox"/> Spray Bio Enzymatic Odor Digester | | <input type="checkbox"/> Hand Wash Baseboards |
| <input type="checkbox"/> Polish Fixtures | | | <input type="checkbox"/> Tile & Grout Floor Cleaning |
| <input type="checkbox"/> Clean & Disinfect Sinks & Counters | | | |
| <input type="checkbox"/> Clean Exterior Cabinets | | | |

Lunchroom / Kitchen

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Dust Light Fixtures | <input type="checkbox"/> Empty Trash Bin | <input type="checkbox"/> Remove High Cobwebs | <input type="checkbox"/> Spot Clean Walls (noticeable marks) |
| <input type="checkbox"/> Dust Picture Frames | <input type="checkbox"/> Vacuum Floors | <input type="checkbox"/> Dust Shutters | <input type="checkbox"/> Hand Wash Shutters |
| <input type="checkbox"/> Clean & Disinfect Door Handles | <input type="checkbox"/> Mop Floors | <input type="checkbox"/> Spot Clean Doors & Door Frames | <input type="checkbox"/> Clean Window Glass (Interior only) |
| <input type="checkbox"/> Clean & Disinfect Light Switch Plates | <input type="checkbox"/> Spray Bio Enzymatic Digester | <input type="checkbox"/> Clean Panel Underneath Top Cabinets | <input type="checkbox"/> Clean Window Sills (Interior only) |
| <input type="checkbox"/> Clean & Disinfect Countertops | | <input type="checkbox"/> Clean Backsplash | <input type="checkbox"/> Clean Window Track & Frame (Interior only) |
| <input type="checkbox"/> Scour Sink | | <input type="checkbox"/> Clean Interior of Microwave | <input type="checkbox"/> Clean Interior Cabinets |
| <input type="checkbox"/> Clean Exterior Cabinets | | <input type="checkbox"/> Hand Wash Kick Plate Below Cabinets | <input type="checkbox"/> Clean Oven Range Hood |
| <input type="checkbox"/> Clean & Disinfect Water Station | | <input type="checkbox"/> Dust Baseboards | <input type="checkbox"/> Clean Interior of Oven |
| <input type="checkbox"/> Clean & Polish Exterior Appliances | | | <input type="checkbox"/> Clean Interior of Fridge |
| <input type="checkbox"/> Clean & Disinfect Tables & Chairs | | | <input type="checkbox"/> Move Out Appliances to Clean Behind |
| | | | <input type="checkbox"/> Hand Wash Baseboards |
| | | | <input type="checkbox"/> Tile & Grout Floor Cleaning |

Offices

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Dust Light Fixtures | <input type="checkbox"/> Dust Filing Cabinets | <input type="checkbox"/> Remove High Cobwebs | <input type="checkbox"/> Spot Clean Walls (noticeable marks) |
| <input type="checkbox"/> Dust Picture Frames | <input type="checkbox"/> Clean & Disinfect Keyboards/Mouse | <input type="checkbox"/> Dust Shutters | <input type="checkbox"/> Hand Wash Shutters |
| <input type="checkbox"/> Clean Mirrors | <input type="checkbox"/> Empty Trash & Recycling Bins | <input type="checkbox"/> Spot Clean Doors & Door Frames | <input type="checkbox"/> Clean Window Glass (Interior only) |
| <input type="checkbox"/> Clean & Disinfect Door Handles | <input type="checkbox"/> Vacuum Floors | <input type="checkbox"/> Dust Baseboards | <input type="checkbox"/> Clean Window Sills (Interior only) |
| <input type="checkbox"/> Clean & Disinfect Light Switch Plates | <input type="checkbox"/> Mop Floors | | <input type="checkbox"/> Clean Window Track & Frame (Interior only) |
| <input type="checkbox"/> Clean & Disinfect Table & Chairs | <input type="checkbox"/> Spray Bio Enzymatic Digester | | <input type="checkbox"/> Hand Wash Baseboards |
| <input type="checkbox"/> Dust Furniture | | | |

Conference Room

- Dust Light Fixtures
- Dust Picture Frames
- Clean Mirrors
- Clean & Disinfect Door Handles
- Clean & Disinfect Light Switch Plates
- Dust Furniture
- Clean & Disinfect Tables & Chairs
- Clean & Disinfect Keyboards/Mouse
- Empty Trash & Recycling Bins
- Vacuum Floors
- Mop Floors
- Spray Bio Enzymatic Digester
- Remove High Cobwebs
- Dust Shutters
- Spot Clean Doors & Door Frames
- Dust Baseboards
- Spot Clean Walls (noticeable marks)
- Hand Wash Shutters
- Clean Window Glass (Interior only)
- Clean Window Sills (Interior only)
- Clean Window Track & Frame (Interior only)
- Hand Wash Baseboards

First Aid Room

- Dust Light Fixtures
- Dust Picture Frames
- Clean Mirrors
- Clean & Disinfect Door Handles
- Clean & Disinfect Light Switches
- Clean & Disinfect Eye Rinse Station
- Dust Furniture
- Clean Exterior Cabinets
- Clean & Disinfect Counters
- Empty Trash & Recycling Bins
- Vacuum Floors
- Mop Floors
- Spray Bio Enzymatic Digester
- Remove High Cobwebs
- Dust Shutters
- Spot Clean Doors & Door Frames
- Dust Baseboards
- Spot Clean Walls
- Hand Wash Shutters
- Clean Windows
- Clean Window Sills
- Clean Window Screens
- Clean Interior Cabinets
- Hand Wash Baseboards

Storage Room

- Dust Light Fixtures
- Dust Picture Frames
- Clean & Disinfect Door Handles
- Clean & Disinfect Light Switch Plates
- Clean & Disinfect Table & Chairs
- Dust Furniture
- Dust Filing Cabinets
- Empty Trash & Recycling Bins
- Vacuum Floors
- Mop Floors
- Spray Bio Enzymatic Digester
- Remove High Cobwebs
- Dust Shutters
- Spot Clean Doors & Door Frames
- Dust Baseboards
- Spot Clean Walls (noticeable marks)
- Hand Wash Shutters
- Clean Window Glass (Interior only)
- Clean Window Sills (Interior only)
- Clean Window Track & Frame (Interior only)
- Hand Wash Baseboards

NOTES: _____

OFFICE: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

