



POST-HOLIDAY CLEANING CHECKLIST



LOBBY & MAIN ENTRANCE

- VACUUM OR REPLACE ENTRANCE MATS (INSIDE AND OUTSIDE)
- DAMP-MOP HARD-SURFACE FLOORS WITH NEUTRAL CLEANER
- SPOT-CLEAN GLASS DOORS AND PUSH PLATES
- EMPTY AND RELINE OUTDOOR CIGARETTE RECEPTACLES
- RESTOCK HAND-SANITIZER STATION

BREAKROOM / KITCHEN

- CLEAN MICROWAVE INSIDE AND OUT (STEAM BOWL TRICK!)
- WIPE REFRIGERATOR HANDLES, COFFEE STATION, VENDING MACHINE BUTTONS
- EMPTY REFRIGERATOR OF OLD LEFTOVERS (LABEL WITH REMOVAL DATE)
- SCRUB SINKS AND COUNTERTOPS WITH DISINFECTANT
- SWEEP AND DAMP-MOP FLOOR; PAY ATTENTION TO CORNERS
- REPLACE TRASH LINER WITH HEAVY-DUTY BAG

RESTROOMS

- DEEP-CLEAN AND DISINFECT TOILETS, URINALS, SINKS
- REFILL SOAP, PAPER TOWEL, AND TOILET PAPER DISPENSERS
- REPLACE URINAL SCREENS AND ODOR-NEUTRALIZER BLOCKS
- MOP FLOORS WITH GERMICIDAL CLEANER
- WIPE MIRRORS, PARTITIONS, AND DOOR HANDLES

OFFICES & CUBICLES

- EMPTY ALL PERSONAL TRASH AND RECYCLING
- DUST DESKS, SHELVES, WINDOW SILLS
- SPOT-CLEAN CARPET STAINS (RED WINE, CHOCOLATE, GLITTER!)
- WIPE SHARED PRINTERS/COPIERS – WIPE CONTROL PANELS

CONFERENCE & TRAINING ROOMS

- WIPE TABLES AND CHAIR ARMS WITH DISINFECTANT
- VACUUM UNDER TABLES AND CHAIRS
- CLEAN WHITEBOARD TRAYS AND MARKERS
- SPOT-TREAT UPHOLSTERY STAINS

HIGH-TOUCH SURFACES (ENTIRE BUILDING)

- DOOR HANDLES & PUSH BARS
- LIGHT SWITCHES
- ELEVATOR BUTTONS
- STAIR HANDRAILS
- COFFEE POT HANDLES & WATER COOLER

FINAL TOUCHES

- INSTALL NEW AIR-FRESHENER OR ODOR-NEUTRALIZER REFILLS
- CHECK ALL TRASH CANS FOR TORN LINERS – REPLACE
- QUICK WALK-THROUGH WITH FACILITY MANAGER OR TEAM LEAD