

Business park campus: what we clean

Take one copy per building on your campus walk and check each line as you confirm it.

Park _____ Building _____
 Walked by _____ Date _____

Building interiors

- ☐ Lobby presentable and reset nightly
- ☐ Restrooms checked and reset
- ☐ Common areas cleaned to the shared checklist
- ☐ Tenant suites that have joined the plan
- ☐ Same inspection checklist as every other building

Porter routes

- ☐ Building checks during peak hours
- ☐ Lobbies and restrooms kept presentable through the day
- ☐ Common areas reset each night
- ☐ Route timing covering each building in the park

Parking lots

- ☐ Main lots swept on the shared calendar
- ☐ Back lots swept on the same cycle
- ☐ Litter picked up across the parking areas

Walkways and courtyards

- ☐ Walkways between entrances swept
- ☐ Litter picked up along paths
- ☐ Courtyards cared for as outdoor meeting space
- ☐ Entries, walkways and plazas pressure washed
- ☐ Building exteriors washed on schedule

Landscaping and grounds

- ☐ Mowing and edging
- ☐ Shrub trimming
- ☐ Debris cleanup across the campus
- ☐ Frontage kept sharp

Light maintenance

- ☐ Lamp replacement
- ☐ Handyman and fixture repairs
- ☐ Paint touch-ups
- ☐ HVAC filter changes

Notes
