

Office building cleaning: what we clean

Take this sheet floor by floor on a walkthrough and note tenant hours as you go.

Building _____ Address _____
 Walked by _____ Date _____

Lobby and elevators

- ☐ Lobby floor finish kept up
- ☐ Entrance glass
- ☐ Elevator cabs and doors free of fingerprints
- ☐ Day porter coverage while the building is full

Tenant suites

- ☐ Suites and common areas cleaned at night
- ☐ Late-working tenants placed last on the route
- ☐ New suites added with a frequency set at move-in
- ☐ Amenity spaces such as a fitness room or tenant lounge
- ☐ Corridors between suites

Restrooms and breakrooms

- ☐ Restroom on each floor cleaned and stocked
- ☐ Paper towels checked during the day
- ☐ Breakrooms wiped down for lunch
- ☐ Breakroom and pantry restocking, if on the plan
- ☐ Restroom deep cleaning on a periodic cycle
- ☐ Restrooms reset at night after daytime checks

Floors and glass

- ☐ Periodic floor care for the lobby
- ☐ Interior glass and partitions
- ☐ High dusting where loft offices have exposed structure

Standards and requests

- ☐ Supervisor inspection rounds on finished floors
- ☐ Tenant requests routed through your property team
- ☐ Lamp replacement and building maintenance

Bring to the walkthrough

- ☐ Tenant hours on each floor
- ☐ Peak traffic in the lobby and restrooms
- ☐ Suites with their own access rules
- ☐ Ground-floor retail or heavy visitor traffic

Notes
