

Multi-tenant building cleaning: what we clean

Use this sheet on the building walk to mark shared areas and the suites you cover.

Property _____ Address _____
 Walked by _____ Date _____

Lobby, elevators and stairs

- ☐ Entry doors and sidelights polished
- ☐ Tenant directory and mailbox bank wiped
- ☐ Lobby seating and planters dusted
- ☐ Elevator walls, rails, door tracks and button panels
- ☐ Stair handrails wiped and landings swept

Corridors

- ☐ Corridor carpet vacuumed edge to edge and outside each suite
- ☐ Tile and vinyl halls dust-mopped, then damp-mopped
- ☐ Drinking fountains, light switches and push plates by hand

Shared restrooms and amenity rooms

- ☐ Fixtures, partitions, mirrors and counters cleaned and disinfected
- ☐ Floors scrubbed into the grout lines
- ☐ Soap, paper and liners refilled from our stock or the building's
- ☐ Shared kitchenette and reservable conference room
- ☐ Fitness room, shower room and bike room
- ☐ Lobby trash, recycling and compost bins emptied
- ☐ Dumpster enclosure kept tidy

Tenant suites

- ☐ Suites the building pays for, per the owner's plan
- ☐ Visits per week set suite by suite
- ☐ Tenant add-ons such as extra visits or a carpet refresh
- ☐ Keys, alarm codes and after-hours access agreed with the manager

Vacant suite turnover

- ☐ Walls spot-cleaned
- ☐ Doors, frames and switch plates washed
- ☐ Light fixtures and vents dusted
- ☐ Window sills and blinds wiped
- ☐ Restroom and kitchenette scrubbed, inside cabinets too
- ☐ Refrigerator and microwave inside
- ☐ Carpet hot water extraction, vinyl stripped and refinished
- ☐ Drywall dust and debris removed after a build-out

Oversight and periodic work

- ☐ One written plan and one point of contact
- ☐ Day porter hours for the entrance and shared restrooms
- ☐ Supervisor quality inspections across the building
- ☐ Proof of insurance for the property file
- ☐ Marble, terrazzo or vinyl lobby floors on a care cycle

Notes
