



CLEANING

checklist

ENTRANCES & RECEPTION AREAS

- SWEEP AND MOP FLOORS
- VACUUM CARPETS AND RUGS
- WIPE DOWN THE RECEPTION DESK AND FURNITURE
- CLEAN GLASS DOORS AND WINDOWS
- DISINFECT HIGH-TOUCH SURFACES (DOOR HANDLES, LIGHT SWITCHES)

OFFICE SPACES & WORKSTATIONS

- EMPTY AND REPLACE TRASH LINERS
- DUST DESKS, CHAIRS, AND SHELVES
- SANITIZE KEYBOARDS, PHONES, AND OFFICE EQUIPMENT
- VACUUM CARPETS AND MOP HARD FLOORS

RESTROOMS

- CLEAN AND DISINFECT TOILETS, URINALS, AND SINKS
- REFILL SOAP, TOILET PAPER, AND PAPER TOWEL DISPENSERS
- SWEEP AND MOP FLOORS WITH DISINFECTANT
- WIPE MIRRORS AND STAINLESS-STEEL SURFACES

BREAKROOMS & KITCHEN AREAS

- WIPE AND DISINFECT COUNTERTOPS, TABLES, AND CHAIRS
- SANITIZE MICROWAVES, REFRIGERATORS, AND APPLIANCES
- REMOVE TRASH AND REPLACE LINERS
- SWEEP AND MOP FLOORS

HALLWAYS & COMMON AREAS

- VACUUM AND MOP FLOORS
- WIPE DOWN HANDRAILS AND HIGH-TOUCH SURFACES
- REMOVE COBWEBS AND DUST FROM VENTS

WEEKLY CLEANING CHECKLIST

- ✓ DEEP CLEAN AND POLISH FLOORS (BUFFING OR SPOT TREATMENT)
- ✓ DUST AND DISINFECT OFFICE EQUIPMENT (PRINTERS, MONITORS)
- ✓ WIPE DOWN AND DISINFECT WALLS AND DOORS
- ✓ CLEAN AND VACUUM UPHOLSTERY AND FABRIC CHAIRS
- ✓ REMOVE STAINS FROM CARPETS AND RUGS

MONTHLY CLEANING CHECKLIST

- ✓ DEEP CLEAN CARPETS AND RUGS (SHAMPOO OR STEAM CLEAN)
- ✓ STRIP AND WAX TILE FLOORS (IF APPLICABLE)
- ✓ WASH INTERIOR AND EXTERIOR WINDOWS
- ✓ CLEAN AIR VENTS AND REPLACE FILTERS
- ✓ POWER WASH ENTRYWAYS AND SIDEWALKS

NEED CUSTOMIZED CLEANING?

WE UNDERSTAND THAT EVERY BUSINESS HAS UNIQUE NEEDS. KMD CONTRACTING SERVICES OFFERS CUSTOMIZED CLEANING SCHEDULES TO MEET YOUR FACILITY'S REQUIREMENTS.

CONTACT US TODAY FOR A FREE CONSULTATION!

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