



LESLIE'S CLEANING SERVICES

Using Science to Clean for Health

57 Point Commercial Checklist

Bathrooms

- Sink and counter thoroughly cleaned, disinfected, rinsed & dried
- Chrome fixtures cleaned, sanitized and polished
- Toilets disinfected inside and out, including base and behind
- Refill products: __Towels __Seat Covers __Toilet Paper __ Hand Soap
- Clean furniture
- Mirrors cleaned
- Dust light bulbs/fixtures
- Trash emptied, relined as needed
- Baseboards dusted or wiped
- Vacuum and/or wash floor
- Sanitize switch plates
- Fingerprints removed from all woodwork, door frames, sanitize door knobs
- Spot clean walls
- Dust/vacuum vents

Kitchenette/Break Room

- Countertops and backsplash cleaned (all items removed and replaced)
- Remove cobwebs
- Cabinet fronts washed, spot cleaned or dusted
- Wash dishes left in sink (up to 5)
- Clean dish drainer as needed
- Sinks scrubbed and disinfected, including down the drain
- Shake-out/vacuum rugs
- Floor vacuumed and washed
- Exterior of appliances (microwave, fridge, etc.) cleaned
- Interior of microwave cleaned
- Small appliances wiped down
- Window sills cleaned
- Baseboards dusted or wiped
- Fingerprints removed from all doors, door frames and switch plates
- Doorknobs sanitized
- Trash emptied & relined as needed
- Wash or dust table and chairs
- Refill paper towels

Reception/Office Areas

- ___ All areas dusted- Desks, chairs, cabinets, etc.
- ___ Cobwebs removed
- ___ Window sills wiped down
- ___ Long-dust baseboards
- ___ Doors/door knobs sanitized, fingerprints removed
- ___ Sanitize switchplates
- ___ Picture frames, artwork dusted
- ___ Clean mirrors
- ___ Lamp shades wiped down or dusted
- ___ Straighten magazines
- ___ Desks, chairs and screens dusted
- ___ Drawer pulls sanitized
- ___ Phones sanitized
- ___ Trash emptied & relined as needed
- ___ Paper shredders emptied
- ___ Vacuum/mop hard floors
- ___ Both sides of front door spot cleaned
- ___ Long dust light fixtures
- ___ Polish wood surfaces

Departing Instructions

- ___ Leave a note, if necessary, for any repairs needed
- ___ Turn off all lights that are meant to be off
- ___ Complete checklist with notes
- ___ Turn off Water
- ___ Lock doors and set alarm