

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
- Sanitize switch plates
- Fingerprints removed from all woodwork, door frames, sanitize door knobs
- Spot clean walls
- Dust/vacuum vents
- Vacuum/mop hard floors

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
- 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
- Vacuum/mop hard floors

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
- Both sides of front door spot cleaned
- Long dust light fixtures
- Polish wood surfaces
- Vacuum/mop hard floors

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