

## Business park cleaning: what we clean

Walk the park building by building and tick each area once you have seen it.

Business park \_\_\_\_\_ Address \_\_\_\_\_  
Walked by \_\_\_\_\_ Date \_\_\_\_\_

### Common areas in each building

- ☐ Entry vestibules and lobbies
- ☐ Elevator cabs and stairwells
- ☐ Common corridors
- ☐ Lobby glass, directory boards and reception desks polished
- ☐ Shared restrooms cleaned and stocked each visit
- ☐ Periodic restroom deep clean for tile and fixtures

### Tenant suites

- ☐ Each suite on its own cleaning window and frequency
- ☐ Extras such as carpet extraction or a floor refresh booked through the plan
- ☐ Keys, access cards and alarm codes tracked per tenant
- ☐ Vacant suite cleaned vents to baseboards at turnover

### Shared amenities

- ☐ Fitness room equipment surfaces and mirrors
- ☐ Rubber fitness floors mopped
- ☐ Nearby showers and locker rooms scrubbed
- ☐ Café and break pavilion counters, tables and appliance fronts
- ☐ Conference center reset between bookings

### Entries and outdoor touchpoints

- ☐ Entry glass and door frames
- ☐ Walk-off mats shaken out or swapped
- ☐ Exterior bins emptied and wiped
- ☐ Smoking areas tidied
- ☐ Courtyard seating and break patios

## Roving porter rounds

- ☐ Restrooms checked and restocked
- ☐ Lobby and café bins emptied
- ☐ Elevator buttons and door pulls wiped
- ☐ Spills handled and conference rooms reset
- ☐ Rounds logged for tenants to see

## Oversight for the property office

- ☐ One checklist per building, all in one plan
- ☐ Supervisor quality inspection results shared
- ☐ Tenant requests tracked to completion
- ☐ Proof of insurance and workers' compensation on file

## Notes

---

---

---

---