

Government building cleaning: what we clean

Walk the public side first, then the staff floors, ticking each area as you go.

Building _____ Address _____
Walked by _____ Date _____

Public counters and waiting rooms

- ☐ Counters and glass partitions wiped
- ☐ Payment kiosks cleaned
- ☐ Waiting-room seating
- ☐ Drinking fountains polished
- ☐ Lobby restrooms reset
- ☐ Floors finished last

Touch-point route

- ☐ Door pulls
- ☐ Elevator buttons
- ☐ Kiosk screens
- ☐ Pens on the sign-in counter

Chambers and hearing rooms

- ☐ Dais and seating rows dusted
- ☐ Public comment podium wiped
- ☐ Chamber carpet vacuumed
- ☐ Nearby restrooms restored after evening meetings

Staff floors

- ☐ Workstations and conference rooms
- ☐ Kitchens and copy rooms
- ☐ Staff restrooms
- ☐ Seldom-booked rooms on a lighter rotation

Restricted rooms, on your terms

- ☐ Records rooms, evidence storage and IT closets by badge, key log or escort
- ☐ Only surfaces opened to the crew cleaned
- ☐ Files, screens and equipment left as found
- ☐ Badging, sign-in and escort steps followed

Floor projects and daytime help

- ☐ Chamber carpet extraction on a weekend or recess week
- ☐ Vinyl tile corridors stripped and refinished when the building is quiet
- ☐ Day porter for long counter hours

Notes
