

Office campus and business park: what we clean

Carry this through each building with your property manager and mark what's covered.

Property _____ Building _____

Walked by _____ Date _____

Lobbies and shared corridors

- ☐ Entry glass, security desk and directories cleaned
- ☐ Lobby seating wiped
- ☐ Elevator cabs and landings detailed
- ☐ Shared corridors vacuumed or mopped
- ☐ Stone lobby floors and marble walls polished on a schedule

Common restrooms

- ☐ Restrooms on each floor cleaned
- ☐ Paper and soap restocked
- ☐ Partitions and grout detailed during the start-up reset

Amenities

- ☐ Fitness center equipment, mats and mirrors
- ☐ Locker rooms
- ☐ Tenant lounges, cafes and shared kitchens after use
- ☐ Conference centers reset between bookings
- ☐ Bike rooms, mail rooms and roof decks
- ☐ Terraces and courtyards wiped and cleared of litter

Entries and plazas

- ☐ Entry doors and glass
- ☐ Walk-off mats swapped or vacuumed
- ☐ Litter cleared from plazas, benches and smoking areas
- ☐ Outdoor break spots tidied
- ☐ Plazas, sidewalks and garage ramps pressure washed
- ☐ Surface lots swept

Porter route

- ☐ Restroom checks across buildings
- ☐ Lobby touch-ups
- ☐ Trash runs
- ☐ Spill cleanup
- ☐ Litter pickup at entrances
- ☐ Doorways watched on wet days
- ☐ Vacant suites cleaned for showings on request

First nights of service

- ☐ Elevator door tracks and stair rails
- ☐ Lounge microwaves and refrigerator handles
- ☐ Corridor carpet edges

Tenant suites that opt in

- ☐ Suite cleaned in the tenant's own window
- ☐ Task list agreed with that tenant

Notes
