

# Complete Facility Cleaning Checklist

Printable planning and inspection checklist for commercial buildings

|                 |  |            |  |
|-----------------|--|------------|--|
| Facility / Site |  | Date       |  |
| Cleaner         |  | Supervisor |  |

## Public and occupied areas

- |                                                                                                  |                                                                                                      |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Entrances, doors, mats, reception counters, seating, and visible glass. | <input type="checkbox"/> Kitchens, lunchrooms, counters, sinks, tables, and appliance exteriors.     |
| <input type="checkbox"/> Workstations, meeting rooms, shared equipment, and high-touch surfaces. | <input type="checkbox"/> Washrooms, fixtures, dispensers, partitions, supplies, and odour control.   |
| <input type="checkbox"/> Waste and recycling stations, including liner replacement and removal.  | <input type="checkbox"/> Stairs, elevators, corridors, railings, switches, and building touchpoints. |

## Floors and periodic maintenance

- |                                                                                                  |                                                                                                      |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Vacuum carpet, edges, mats, and traffic lanes; record stains.           | <input type="checkbox"/> High-dust vents, ledges, fixtures, tops of partitions, and storage areas.   |
| <input type="checkbox"/> Sweep and mop hard floors with products appropriate to the finish.      | <input type="checkbox"/> Clean interior glass, upholstery, baseboards, and hard-to-reach areas.      |
| <input type="checkbox"/> Schedule carpet extraction, machine scrubbing, buffing, or refinishing. | <input type="checkbox"/> Review seasonal needs such as salt removal, mud control, and deep cleaning. |

## Management and verification

- |                                                                                                 |                |
|-------------------------------------------------------------------------------------------------|----------------|
| <input type="checkbox"/> Confirm service frequency for each zone based on traffic and risk.     | Initial: _____ |
| <input type="checkbox"/> Identify who performs, checks, and signs off on each task.             | Initial: _____ |
| <input type="checkbox"/> Record deficiencies, corrective actions, and maintenance requests.     | Initial: _____ |
| <input type="checkbox"/> Review supplies, equipment condition, safety data, and staff training. | Initial: _____ |
| <input type="checkbox"/> Update the plan when occupancy, seasons, or facility use changes.      | Initial: _____ |

Inspection findings / corrective actions