

CLEANING SCOPE CHECKLIST.

Most cleaning complaints start with a vague scope. Walk your building with this sheet, tick how often each task should happen, and you have a scope any cleaning company has to quote the same way.

TASK	NIGHT	WEEK	MONTH
ENTRY & LOBBY			
Glass and door push plates	☐	☐	☐
Vacuum or dust mop and damp mop floors	☐	☐	☐
Mats vacuumed, spot cleaned	☐	☐	☐
Furniture, ledges and counters dusted	☐	☐	☐
OFFICES & WORK AREAS			
Trash and recycling emptied	☐	☐	☐
Desks and surfaces wiped where cleared	☐	☐	☐
Vacuum carpet, traffic lanes and edges	☐	☐	☐
High dusting: vents, ledges, tops of partitions	☐	☐	☐
RESTROOMS			
Toilets, urinals, sinks cleaned and disinfected	☐	☐	☐
Mirrors, partitions and fixtures wiped	☐	☐	☐
Paper and soap restocked	☐	☐	☐
Floors mopped with disinfectant, corners detailed	☐	☐	☐

TASK	NIGHT	WEEK	MONTH
BREAK ROOM & KITCHEN			
Counters, sink and tables cleaned	☐	☐	☐
Microwave and appliance fronts wiped	☐	☐	☐
Trash out, liners replaced	☐	☐	☐
Inside fridge and microwave (agree who does it)	☐	☐	☐
HALLS, STAIRS & COMMON AREAS			
Handrails, switches and door handles disinfected	☐	☐	☐
Floors swept, mopped or vacuumed	☐	☐	☐
Stair treads and landings detailed	☐	☐	☐
Elevator interior and tracks	☐	☐	☐
FLOOR CARE (SCHEDULED)			
Burnish or buff hard floors	☐	☐	☐
Scrub and recoat entries and main lanes	☐	☐	☐
Strip and refinish where finish is worn	☐	☐	☐
Carpet extraction, entries first	☐	☐	☐

Tip: ask every bidder to quote this exact sheet, and ask who will actually clean your building, how often a supervisor checks the work, and what happens when something gets missed.



2-minute building
check

Want us to fill it in with you? Book a free walkthrough.

Bill walks the building with you, and you get a written scope within 48 hours. Nightly janitorial, floors, painting and pressure washing from one crew. No obligation.