

Basic Janitorial Checklist

Offices, Conference rooms & Public areas

Clean glass entry doors or hand prints around door handles
Dust counter tops
Dust desk cleared desk and remove soil & spillage
Dust filing cabinets & bookshelves
Dust partition tops
Dust window sills
Empty trash & shredders
Clean light switches and hand prints surrounding switches
Spot clean any hand prints on glass
Clean spots on carpets
Vacuuming carpeting
Dust to remove any cobwebs
Dust mop and mop hard surface flooring paying attention to corners and behind doors
Polish drinking fountains

Clean elevators

Breakrooms

Clean counter tops and tablets
Clean inside & outside of microwave
Dust top of refrigerator and wipe hand prints on doors
Empty trash and change liners
Wash wall around trash cans
Wipe off coffee machine & rinse out coffee pot
Fill hand towel & soap dispensers
Scrub sinks
Dust for cobwebs
Dust mop and mop flooring to remove soil & spillage

Restrooms

Clean mirrors
Scrub sinks & counter tops
Clean toilet bowls, lids, seats, rims bases & tanks
Spot clean partitions and dust partition tops
Empty trash & replace liners
Dust for cobwebs
Fill hand towel & soap dispensers
½ roll or more TP on holders and 1 new roll on toilet tank
Floors dust mopped and mopped with germicide

Additional janitorial duties that vary according to each contract as to how often they are done

Spot clean hand prints or spots on walls
Dust low base moldings
Dust chair rungs and wheel bases
Dust window blinds, ceiling vents, ceiling fans