

EXCLUSIVE 36-POINT CHECKLIST FOR COMMERCIAL CLEANING

Leslie's Cleaning Services' 36 Point Checklist is all about you, your office, your service and your priorities. We specialize in *cleaning for the health of your work environment* for the well being of your employees. We will customize a specific plan for your offices and a schedule that works for you.

Bathrooms

1. Sink thoroughly cleaned, disinfected and rinsed
2. Chrome fixtures cleaned and shined
3. Toilets disinfected inside and out, including base and behind
4. Countertop cleaned
5. Mirrors cleaned
6. Windowsills wiped down
7. Trash emptied, liner replaced
8. Baseboards dusted or wiped
9. Vacuum and/or wash floor
10. Fingerprints removed from all woodwork, doorframes and switch plates

Kitchen

11. Countertops and backsplash cleaned (all items removed and replaced)
12. Cabinet fronts washed or dusted
13. Sinks scrubbed and disinfected
14. Floor vacuumed or washed
15. Exterior of appliances (oven, microwave, & refrigerator) cleaned (interior upon request)
16. Small appliances wiped down



17. Window Sills cleaned
18. Baseboards dusted or wiped
19. Fingerprints removed from all woodwork, doorframes and switch plates
20. Trash emptied, liner replaced
21. Dishes washed
22. Wash/dust table and chairs
23. Fingerprints washed from all woodwork, doorframes and switch plates

Other Areas, including Hallways, Offices and Stairs

24. All areas dusted - on top, front and underneath, upholstered furniture vacuumed
25. Cushions and pillows straightened
26. Carpeted floors vacuumed
27. Baseboards dusted
28. Cobwebs removed
29. Windowsills wiped down
30. Fingerprints wiped from all woodwork, doorframes and switch plates
31. Picture frames dusted
32. Lamp shades wiped down or dusted
33. General straightening
34. Desks, screens and keyboards dusted
35. Drawer pulls sanitized
36. Phones sanitized

