



Cleaning Specifications

Company Name _____ Square footage _____ Floors _____ Restrooms _____

[Medical Specifications]

Exterior: **Times/wk Times/mo Times/yr**

	Times/wk	Times/mo	Times/yr
Empty Trash (Replace Liner as Needed)			
Empty and Wipe Ash Trays, Urns			
Pick Up Litter on Grounds and Parking Lot			
Notify Contact Person of any Burnt Out Lights			
Sweep Entrance and Stairways			

Entrances: **Times/wk Times/mo Times/yr**

	Times/wk	Times/mo	Times/yr
Clean and Sanitize Push bars and Door Knobs			
High Dust (Vents, Lights, Ceiling Corners)			
Dust Horizontal Surfaces (Tables, Sills, Pictures, etc.)			
Low Dust (Chair & Table Legs, Base Boards)			
Spot Clean Walls (No Flat Painted Walls)			
Replace Burnt Out Light Bulbs			
Carpet Cleaning			
Carpet Spotting			
Vacuum Hard Floor			
Mop Hard floor			
Vacuum Floor Mats			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

Lobby, Foyer & Reception Areas: **Times/wk Times/mo Times/yr**

	Times/wk	Times/mo	Times/yr
Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Dust Horizontal Surfaces (Tables, File Cabinets, Sills, Pictures, etc.)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			



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Sanitize Cleared Desks and Tables			
Clean and Sanitize Telephones			
Spot Clean Painted Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Clean Door Kick Plates			
Straighten Chairs and Tables			
Straighten Magazines on Tables			
Damp Mop Office Chair Plastic Mats			
Vacuum Carpet			
Detail Vacuum under Desks and Along Walls			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Upholstery Cleaning – Chairs, Sofa			
Vacuum Hard Floor			
Mop Hard floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

Scheduling Desk & Office Areas:

Times/wk Times/mo Times/yr

Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
High Dust (Vents, Lights, Ceiling Corners)			
Dust Horizontal Surfaces (Tables, File Cabinets, Sills, Pictures, etc.)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Sanitize Cleared Desks and Tables			
Clean and Sanitize Telephones			
Spot Clean Painted Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			



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Clean Door Kick Plates			
Straighten Chairs and Tables			
Straighten Magazines on Tables			
Damp Mop Office Chair Plastic Mats			
Vacuum Carpet			
Detail Vacuum under Desks, Tables and Along Walls			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Upholstery Cleaning – Office Chairs, Sofa			
Office Partition Cleaning			
Vacuum Hard Floor			
Mop Hard floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

Restrooms:

Times/wk Times/mo Times/yr

Empty Trash (Replace Liners as Needed)			
Empty Sanitary Napkin/Tampon Receptacle (Replace Bags as Needed)			
Countertops and Sinks (Clean, Sanitize, Polish)			
Clean and Sanitize Toilets			
Clean and Sanitize Urinals			
Clean Mirrors			
High Dust (Vents, Lights, Ceiling Corners)			
Dust Horizontal Surfaces (Pictures, Partitions, etc.)			
Low Dust (Base Boards, Sink Piping)			
Pour Water Down Floor Drain			
Baseboards (Dust, Damp Wipe)			
Spot Clean Walls (No Flat Painted Walls)			
Wash Walls (No Flat Painted Walls)			
Clean, Sanitize and Polish Chrome fixtures			
Clean, Sanitize and Polish Stainless Steel Dispensers and Grab Bars.			
Fill Hand Soap, Toilet Tissue, Hand Towel Dispensers			
Fill Sanitary Napkin/Tampon Dispenser			



Dust Partitions			
Doors, Partitions (Spot Clean)			
Clean and Sanitize Door Knobs and Push Plates			
Clean and Sanitize Light Switches			
Clean Door Kick Plates			
Sweep/Vacuum/Damp Mop Floor			
Replace Burnt Out Light Bulbs			
Vacuum Hard Floor			
Mop Hard floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

Break room, kitchen:

Times/wk Times/mo Times/yr

Empty Trash (Replace Liner)			
Fill Paper Products and Hand Soap Dispensers			
Clean and Polish Dispensers			
Clean Sink, Countertops, Tables			
Wipe down Chairs			
Straighten Chairs and Tables			
Straighten Magazines on Tables			
Spot Clean Outside of Cabinets			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Dust Horizontal Surfaces (Tables, File Cabinets, Sills, Pictures, etc.)			
Low Dust (Chair & Table Legs, Base Boards)			
Sanitize drinking fountains/filtered water units			
Clean and Sanitize Telephones			
Spot Clean Painted Walls, (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Clean Door Kick Plates			
Baseboards (Dust, Damp Wipe)			
Clean Outside of Microwave			
Clean Inside of Microwave			
Clean Outside of Refrigerator			
Clean Inside of Refrigerator			



Clean Outside of Stove			
Clean Inside of Stove			
Clean Outside of Dishwasher			
Clean Inside of Dishwasher			
Clean Outside of vending machines			
Sweep/Vacuum, Damp Mop Floors			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Vacuum Hard Floor			
Mop Hard floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

Physician's Office & Private Offices:

Times/wk Times/mo Times/yr

	Times/wk	Times/mo	Times/yr
Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Dust Horizontal Surfaces (Tables, File Cabinets, Sills, Pictures, etc.)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Sanitize Cleared Desks and Tables			
Clean and Sanitize Telephones			
Spot Clean Painted Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Clean Door Kick Plates			
Straighten Chairs and Tables			
Straighten Magazines on Tables			
Damp Mop Office Chair Plastic Mats			
Vacuum Carpet			
Detail Vacuum under Desks and Along Walls			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			



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Upholstery Cleaning – Office Chairs, Sofa			
Vacuum Hard Floor			
Mop Hard floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

Exam rooms, Optical & Cast rooms:

Times/wk Times/mo Times/yr

Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
Check and or Restock Hand Towels			
Check and or Restock Hand Soap			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Dust Horizontal Surfaces (Tables, File Cabinets, Sills, Pictures, etc.)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Dust equipment			
Sanitize Desks, Chairs and Tables			
Clean and Sanitize Telephones			
Disinfect - Sanitize walls			
Disinfect – Sanitize floor			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Clean Door Kick Plates			
Straighten Chairs and Tables			
Straighten Magazines			
Disinfect - Sanitize Chair Plastic Mats			
Vacuum Carpet			
Detail Vacuum under Desks and Along Walls			



Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Disinfect - Sanitize exam tables			
Vacuum Hard Floor			
Mop Hard floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

Surgery, Procedure & x-ray room:

Times/wk Times/mo Times/yr

	Times/wk	Times/mo	Times/yr
Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Dust Horizontal Surfaces (Tables, File Cabinets, Sills, Pictures, etc.)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Clear Tables (Damp Wipe)			
Clean and Sanitize Telephones			
Disinfect - Sanitize walls			
Disinfect - Sanitize floor			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Disinfect - Sanitize Baseboards			
Clean Door Kick Plates			
Disinfect - Sanitize all machines			
Replace Burnt Out Light Bulbs			
Disinfect - Sanitize exam tables			
Vacuum Hard Floor			
Mop Hard floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub floor			
Burnish Floor			
Spray Buff Floor			



Medical Records:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
Sanitize Mop Chair Plastic Mats			
Replace Burnt out light bulbs			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Dust Horizontal Surfaces (Tables, File Cabinets, Sills, Pictures, etc.)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Sanitize Cleared Desks and Tables			
Clean and Sanitize Telephones			
Spot Clean Painted Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Vacuum Hard Floor			
Mop Hard floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			

Imaging, Nurses Station & therapy rooms:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
High Dust (Vents, Lights, Corners, Blinds, Items on Walls)			
Dust Horizontal Surfaces (Tables, File Cabinets, Sills, Pictures, etc.)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Sanitize Cleared Desks and Tables			
Clean and Sanitize Telephones			
Spot Clean Painted Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Clean Door Kick Plates			



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Straighten Chairs and Tables			
Straighten Magazines on tables			
Damp Mop Office Chair Plastic Mats			
Vacuum Carpet			
Detail Vacuum under Desks, Tables and Along Walls			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Sanitize exam tables			
Partition Cleaning			
Vacuum Hard Floor			
Mop Hard floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			

Lab, Utility Room:

Times/wk Times/mo Times/yr

Empty Trash (Replace liners as needed)			
Damp Wipe Outside of Trash Can (As needed)			
Sanitize Mop Chair Plastic Mats			
Replace Burnt out light bulbs			
High Dust (Vents, Lights, Corners)			
Dust Horizontal Surfaces (Tables, File Cabinets, Sills, Pictures, etc.)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Sanitize Cleared Desks and Tables			
Clean and Sanitize Telephones			
Sanitize - Spot Clean Painted Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Carpet Spotting			
Carpet Cleaning			
Sanitize exam tables			
Vacuum Hard Floor			
Mop Hard floor			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub floor			
Burnish Floor			



Spray Buff Floor			
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Stairwells:	Times/wk	Times/mo	Times/yr
Clean and Sanitize Handrails and Door Knobs			
Police Stairs for Trash or Spills, Sweep/Vacuum/Mop			
High Dust (Vents, Lights, Corners)			
Dust Horizontal Surfaces (Tables, Window Sills, Pictures, etc.)			
Low Dust (Table Legs, Base Boards)			
Spot Clean Walls (No Flat Painted Walls)			
Replace Burnt Out Light Bulbs			
Vacuum Hard Floor			
Mop Hard floor			
Carpet Cleaning			
Carpet Spotting			
Strip and Wax Treads and Landings			
Scrub Treads and Landings			

Elevator and Elevator Landings:	Times/wk	Times/mo	Times/yr
Clean and Sanitize Handrails			
Police area for Trash or Spills, Sweep/Vacuum/Mop			
High Dust (Lights and Ceiling corners)			
Dust Horizontal Surfaces (Tables, Window Sills, Pictures, Elevator Panels, etc.)			
Low Dusting (base boards)			
Spot Clean Walls (No Flat Painted Walls)			
Polish Metal Panels			
Clean Elevator Door Tracks			
Replace Burnt Out Light Bulbs			
Vacuum Hard Floor			
Mop Hard floor			
Carpet Cleaning			
Carpet Spotting			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			



Conference & Training Room:	Times/wk	Times/mo	Times/yr
Empty Trash (Replace Liner as Needed)			
Spot Clean Door Glass			
High Dust (Vents, Lights, Corners)			
Dust Horizontal Surfaces (Tables, Window Sills, Pictures, etc.)			
Low Dust (Chair & Table Legs, Sides of Desks, Cabinets)			
Sanitize drinking fountains/filtered water units			
Sanitize Tables			
Clean and Sanitize Telephones			
Clean and Sanitize Door Knobs and Push Plates			
Baseboards (Dust, Damp Wipe)			
Spot Clean Walls (No Flat Painted Walls)			
Clean and Sanitize Light Switches			
Straighten Chairs and Tables			
Straighten Magazines on Tables			
Dust/Vacuum Fabric Furniture			
Vacuum Hard Floor			
Mop Hard floor			
Vacuum Carpet			
Detail Vacuum under Tables, Chairs and Along Walls			
Vacuum Floor Mats			
Replace Burnt Out Light Bulbs			
Carpet Spotting			
Carpet Cleaning			
Upholstery Cleaning – Office Chairs, Sofa			
Strip and Wax Floor			
Scrub and Recoat Floor			
Scrub Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			



Hallways:	Times/wk	Times/mo	Times/yr
Clean and Sanitize Handrails and Door Knobs			
Police area for Trash or Spills, Sweep/Vacuum/Mop			
High Dust (Vents, Lights, Corners)			
Dust Horizontal Surfaces (Tables, Window Sills, Pictures, etc.)			
Low Dust (Chair & Table Legs, Cabinets)			
Spot Clean Walls (No Flat Painted Walls)			
Replace Burnt Out Light Bulbs			
Carpet Cleaning			
Carpet Spotting			
Vacuum Hard Floor			
Mop Hard floor			
Strip and Wax Floor			
Scrub Floor			
Scrub and Recoat Floor			
Burnish Floor			
Spray Buff Floor			
Clean Ceramic Tile and Grout			
Seal Grout Lines			
Clean and Seal Stone Floor			
Clean and Polish Stone Floor			

Windows:	Times/wk	Times/mo	Times/yr
Outside Windows			
Inside Perimeter			
Office Inside Glass			

Recycling:	Times/wk	Times/mo	Times/yr
Empty Recycling bin (Replace Liner as Needed)			
Damp Wipe Outside of Recycling Can (As needed)			
Recycle Burnt out Light Bulbs			

Closing Checklist:	Times/wk	Times/mo	Times/yr
Turn off designated lights			
Shut designated doors			
Set Alarm			
Lock Entrances and Exits			