Business park cleaning: what we clean

Walk the campus with this sheet and tick what the plan covers in each building.

Park _____ **Address** _____

Walked by _____ **Date** _____

Shared lobbies and halls

- ☐ Entry glass, directories and lobby seating wiped
- ☐ Lobby counters cleaned
- ☐ Lobby floors swept, mopped or vacuumed
- ☐ Elevator cabs cleaned
- ☐ Stair rails wiped
- ☐ Corridors and stairwells on a regular rotation

Shared restrooms

- ☐ Restrooms in each building cleaned and disinfected
- ☐ Restocked from our supplies or the park's own
- ☐ Workday porter checks where traffic runs heavy

Tenant suites

- ☐ Cleaning days and entry window set for each suite
- ☐ Suite billing set to tenant or property
- ☐ Vacated suite readied for the next lease
- ☐ New build-outs finished with post-construction cleaning

Amenities

- ☐ Fitness equipment grips, benches and mats disinfected
- ☐ Fitness mirrors cleaned, locker areas serviced
- ☐ Cafe seating and coffee counters cleaned
- ☐ Shared conference rooms reset after bookings
- ☐ Conference tables wiped, chairs in order, boards cleaned

Entries and outdoor areas

- ☐ Entry glass and door frames cleaned
- ☐ Walk-off mats vacuumed and rotated
- ☐ Benches and railings wiped
- ☐ Litter cleared from break and smoking areas
- ☐ Walkways, plazas and entry pads washed periodically
- ☐ Parking decks added through garage and dock cleaning

Porters and reporting

- ☐ Daytime porter route through restrooms, lobbies and break rooms
- ☐ Manager requests handled along the route
- ☐ Supervisor quality inspections in the regular report
- ☐ Proof of insurance on file with the park

Notes