

Civic building cleaning: what we clean

Walk the public route, then the staff side, and tick each area on the plan.

Building _____ Address _____
 Walked by _____ Date _____

Public counters and waiting areas

- ☐ Reception counters cleaned on every visit
- ☐ Waiting areas cleaned on every visit
- ☐ Public rooms first in the cleaning order
- ☐ Public side ready before the doors open

Meeting rooms and restrooms

- ☐ Public meeting rooms cleaned on every visit
- ☐ Public restrooms cleaned on every visit
- ☐ Rooms with the heaviest foot traffic marked

Entrances, lobby and corridors

- ☐ Entrances readied outside public hours
- ☐ Day porter keeping the lobby and restrooms ready on peak days
- ☐ Main corridor floor care after a busy stretch
- ☐ Floor care booked as the building needs it

Staff offices and work areas

- ☐ Offices cleaned on the schedule the agency sets
- ☐ Work areas cleaned on the schedule the agency sets
- ☐ Off-limits rooms left undisturbed

Access rules

- ☐ Doors the crew uses named by the agency
- ☐ Areas on the plan listed
- ☐ Off-limits areas listed
- ☐ Same entry point on every visit
- ☐ Same room sequence on every visit
- ☐ Keys, badges and alarm steps handled the agency's way
- ☐ Building clearances run through the agency's own process
- ☐ Proof of insurance received before the first visit

Visit timing

- ☐ Window set: before opening, after closing or a quiet daytime period
- ☐ Busy days marked: counter deadlines, community meetings, public events
- ☐ Notes passed to your contact

Notes
