

Commercial Check Sheet

Client: _____ **Date:** _____

Cleaned by: _____ / _____ / _____

Kitchen / Kitchenette / Lunch Room:

- Wipe down table/chairs, dust hanging lights
- Clean front and top of fridge (if possible)
- Counters cleaned - Appliance's moved
- Microwave inside/outside - Coffee Maker
- Clean and polish front of dishwasher and/or oven
- Clean spills from front of cabinets
- Scrub sink, rinse and polish chrome
- Clean window / glass door
- Cobweb (check lights) baseboards
- Vacuum floor
- Mop floor

Showroom / Warehouse:

- S___ W___ Wipe down woodwork
- S___ W___ Remove cobwebs
- S___ W___ Edge as needed
- S___ W___ Dust/wipe tables / chairs
- S___ W___ Clean window/glass door
- S___ W___ Clean Dust baseboards
- S___ W___ Vacuum / mop floor

Comments: _____

Office / Cubicles / Exam Room:

- 1___ 2___ 3___ 4___ 5___ 6___ 7___ 8___ E___ Dust furniture, desks, lights, lampshades, sanitize phones
- 1___ 2___ 3___ 4___ 5___ 6___ 7___ 8___ E___ Dust woodwork, knickknacks, shelves, tops of cubicles
- 1___ 2___ 3___ 4___ 5___ 6___ 7___ 8___ E___ Dust window sills and wall hangings
- 1___ 2___ 3___ 4___ 5___ 6___ 7___ 8___ E___ Polish mirrors, dust chair rails
- 1___ 2___ 3___ 4___ 5___ 6___ 7___ 8___ E___ Cobweb (check lights), baseboards and edge as needed
- 1___ 2___ 3___ 4___ 5___ 6___ 7___ 8___ E___ Vacuum, sweep and mop

Waiting / Reception Area / Conference Room:

- W___ R___ C___ Dust furniture, desks, woodwork, lamps/lampshades
- W___ R___ C___ Dust knickknacks and shelves
- W___ R___ C___ Dust window sills and wall hangings
- W___ R___ C___ Polish glass furniture and clean glass entrance doors
- W___ R___ C___ Cobweb, dust visible baseboards and edge as needed
- W___ R___ C___ Vacuum, sweep and/or mop

Hallways/Stairs/Entry:

- Dust woodwork & furniture
- Dust railings & banisters
- Clean windows & sills
- Dust pictures & wall hangings
- Dust baseboard & cobwebs
- Vacuum, sweep and/or mop

Restrooms:

- 1___ 2___ 3___ 4___ 5___ Scrub sink, counter, soap dish, and dry sink
- 1___ 2___ 3___ 4___ 5___ Scrub toilet and urinal inside / outside
- 1___ 2___ 3___ 4___ 5___ Clean light fixture, polish mirrors and polish chrome
- 1___ 2___ 3___ 4___ 5___ Wipe cabinets and window sills
- 1___ 2___ 3___ 4___ 5___ Dust towel racks, toilet paper holders and shelves
- 1___ 2___ 3___ 4___ 5___ Remove cobwebs, dust pictures and lights
- 1___ 2___ 3___ 4___ 5___ Vacuum sweep and mop floors
- 1___ 2___ 3___ 4___ 5___ Restock supplies



Final inspection and doors/windows secured by: _____ Thank you for choosing **AMAZING CLEANING SERVICES**. All our work is checked and backed by *The Amazing Guarantee*. If something was missed or not completed to your satisfaction, please call us. **(503) 925-8103**