Business park cleaning: what we clean

Walk one building at a time and tick the common areas and suites for the park plan.

Park _____ **Building** _____

Walked by _____ **Date** _____

Shared lobbies and corridors

- ☐ Entry glass and tenant directories cleaned
- ☐ Elevator doors and cab interiors wiped
- ☐ Stair rails, drinking fountains and lobby seating wiped
- ☐ Ledges and planters dusted
- ☐ Common corridors vacuumed
- ☐ Garage elevator lobbies, stairwells and mail rooms kept on the list

Common restrooms

- ☐ Restrooms on every floor cleaned and disinfected
- ☐ Paper and soap restocked
- ☐ Same standard in each building on the campus

Tenant suites

- ☐ Nights and task list set for each suite
- ☐ Desks and conference rooms cleaned
- ☐ Kitchenettes and private restrooms cleaned
- ☐ Extra visits before tenant events added through the manager
- ☐ Vacated suites cleaned for showing; new tenants added from night one

Amenities

- ☐ Fitness room equipment wiped; mats and benches disinfected
- ☐ Locker rooms cleaned
- ☐ Café and lounge tables, counters and appliance fronts cleaned
- ☐ Conference center reset after each booking
- ☐ Chairs straightened and floors cleaned before the next event

Entries and outdoor areas

- ☐ Door glass and push bars cleaned
- ☐ Walk-off mats shaken out or vacuumed
- ☐ Outdoor tables and benches wiped; courtyard bins emptied
- ☐ Smoking areas tidied and ash urns emptied
- ☐ Walkways and plazas on their own pressure washing schedule

Floors, porters and reporting

- [ ] Suite entry hard floors scrubbed and burnished on a cycle
- [ ] Carpeted offices extracted over a quiet weekend
- [ ] Day porter route between buildings approved by the manager
- [ ] Inspection findings reported building by building

Notes