

Office park cleaning: what we clean

Walk each building with your property manager and mark the suites taking service.

Park _____ Buildings _____
Walked by _____ Date _____

Lobbies and shared halls

- ☐ Entry vestibules and lobby furniture
- ☐ Directories
- ☐ Elevator interiors
- ☐ Stairwells and corridors
- ☐ Shared restrooms cleaned and restocked
- ☐ Restroom touchpoints disinfected

Tenant suites

- ☐ Each suite at the hours it is empty
- ☐ Extra suite tasks without changing the park plan
- ☐ Turnover clean when a tenant leaves
- ☐ Build-out dust cleared before move-in
- ☐ Vacant suites: light monthly pass

Amenities

- ☐ Fitness room equipment, benches and mirrors
- ☐ Fitness floors and showers
- ☐ Café tables and counters
- ☐ Appliance fronts
- ☐ Conference rooms reset after bookings

Outside each building

- ☐ Entry glass and door handles
- ☐ Walk-off mats vacuumed or swapped
- ☐ Benches and picnic tables
- ☐ Smoking areas cleared of butts
- ☐ Outdoor receptacles emptied and wiped

Service side

- ☐ Stair railings, landings and treads
- ☐ Elevator lobbies on each floor
- ☐ Back entries and trash enclosures swept
- ☐ Garage decks and ramps (add-on)

Reporting and porters

- ☐ One park report to your manager
- ☐ Running toilet, broken closer or flickering light noted
- ☐ Inspection rotation across buildings
- ☐ Porter route between buildings
- ☐ Corridor carpet on a rotation

Notes
