SF Janitorial

PRINTABLE CHECKLIST

Banks and financial offices: what we clean

Walk the branch with whoever locks up and mark what the evening visit includes.

Branch or office _____ **Address** _____

Walked by _____ **Date** _____

Where customers go

- ☐ Entry doors and vestibule glass free of handprints
- ☐ Floor mats vacuumed
- ☐ Lobby floor mopped or vacuumed for its surface
- ☐ Waiting-area seating wiped
- ☐ Counters along the teller line
- ☐ Interior glass around private offices
- ☐ Partitions and walls near the entrance checked each visit

Offices and conference rooms

- ☐ Staff offices dusted, wiped and vacuumed
- ☐ Conference rooms reset for the next meeting
- ☐ Reception area for client visits
- ☐ Clear desk surfaces only; papers and files left in place
- ☐ Waste collected

Staff and restroom areas

- ☐ Breakroom counters, sinks and tables
- ☐ Staff restroom fixtures, mirrors and floors
- ☐ Customer restrooms, where the branch has them
- ☐ Entrances and corridors

Entry and secure rooms

- ☐ Person who secures the branch and lets the crew in
- ☐ Crew entrance chosen
- ☐ Alarm set once the visit is done
- ☐ Secure rooms your staff keep closed
- ☐ Soap and paper: ours or yours

Scheduled floor and extra work

- ☐ Hard lobby floor burnishing
- ☐ Office carpet extraction
- ☐ Marble or terrazzo lobby cleaned with stone-safe products
- ☐ Saturday or weekend visit
- ☐ Day porter visits during business hours

Notes