SF Janitorial

PRINTABLE CHECKLIST

Business parks and office campuses: what we clean

Take this sheet to each building and note landlord areas apart from tenant suites.

Campus _____ **Address** _____

Walked by _____ **Date** _____

Building cores

- ☐ Lobby glass and directory signs
- ☐ Elevator doors and lobby furniture
- ☐ Lobby floors on a pace set by traffic
- ☐ Stairwells and corridors dusted and vacuumed
- ☐ Elevator interiors

Shared restrooms

- ☐ Cleaned and disinfected each visit
- ☐ Restocked from our supplies or the landlord's
- ☐ Daytime checks in high-traffic buildings
- ☐ Grout lines and stall partitions on a deep-clean schedule

Tenant suites

- ☐ Suite list with the service days each tenant wants
- ☐ Who pays for each space noted
- ☐ Each tenant's keys, alarm and access rules
- ☐ Vacated suites prepared for the next lease
- ☐ Post-construction cleaning after a build-out

Amenities and outdoor spaces

- ☐ Gym machines and floor mats wiped, showers scrubbed
- ☐ Cafe seating kept in order
- ☐ Conference center reset after events
- ☐ Entry door glass and push bars
- ☐ Entry mats vacuumed and approaches free of litter
- ☐ Courtyard ash stands emptied and patio tables wiped
- ☐ Street-level windows, if added

Campus porter and reporting

- ☐ Porter loop between buildings, heaviest traffic first
- ☐ Restroom, lobby glass and cafe checks during the day
- ☐ One contact at your office for requests
- ☐ Supervisor inspections around the campus
- ☐ Maintenance items such as running toilets in one report
- ☐ Landlord areas and tenant suites quoted separately

Notes