Office park cleaning: what we clean

Carry this on the park walk with your manager and tick each area to cover.

Park _____ **Building** _____

Walked by _____ **Date** _____

Common areas, building by building

- ☐ Lobby glass and tenant directory
- ☐ Elevator cabs
- ☐ Stairwells and corridors
- ☐ Common restrooms cleaned and restocked
- ☐ Restroom stock from our supplies or the property's own

Tenant suites

- ☐ Task list and calendar set per suite
- ☐ Suite booked through the property or directly
- ☐ Vacant suite cleaned top to bottom before a showing
- ☐ Post-construction clean after a tenant improvement

Shared amenities

- ☐ Fitness room equipment, mirrors and floors
- ☐ Cafe counters, seating and vending area wiped
- ☐ Cafe bins cleared
- ☐ Conference center reset after bookings, chairs squared
- ☐ Mail room and package lockers dusted and swept
- ☐ Bike room swept and packaging cleared

Grounds and entries

- ☐ Entry glass and door pulls
- ☐ Walk-off mats vacuumed or rotated
- ☐ Exterior bins and ash urns emptied
- ☐ Smoking and break area tables and benches
- ☐ Covered walkways and courtyard seating swept and wiped

Daytime porter route

- [ ] Restroom checks from building to building
- [ ] Lobby refresh during business hours
- [ ] Litter picked up along walkways
- [ ] Cafe spills handled
- [ ] Busiest buildings get the most passes

Start-up and follow-up

- [ ] Keys, doors and alarm codes logged per building
- [ ] Tenants with Saturday or late hours flagged
- [ ] Baseboards, stair rails, vent covers and cab corners caught up
- [ ] First-week punch list closed before the next walk
- [ ] One inspection report for every building

Notes