Office park common areas and suites: what we clean

Walk the park with one copy per building and mark each line you see done.

Property _____ **Building** _____

Walked by _____ **Date** _____

Shared lobbies and corridors

- ☐ Entry glass and building directory wiped
- ☐ Elevator doors and panels cleaned
- ☐ Handrails and drinking fountains wiped
- ☐ Floors vacuumed or damp mopped by surface
- ☐ Lobby stone and tile on their periodic cycle
- ☐ Corridor carpet on its periodic cycle

Common restrooms

- ☐ Fixtures and floors cleaned
- ☐ Dispensers restocked
- ☐ Visit log shows how often each restroom was serviced

Tenant suites

- ☐ Each suite cleaned to its own task list
- ☐ Visit days match the suite's calendar
- ☐ Rooms the tenant excludes left alone
- ☐ Alarm codes and keys handled per the suite record
- ☐ Vacant suite readied for the next lease
- ☐ Dust and debris cleared after a build-out

Amenities

- ☐ Fitness equipment wiped and mirrors polished
- ☐ Rubber fitness flooring cleaned
- ☐ Cafe and lounge tables, counters and sinks cleaned
- ☐ Appliance fronts wiped
- ☐ Conference center reset after each event
- ☐ Shower rooms, bike storage and mail rooms on the route

Entries and outdoors

- [ ] Entry doors, glass and handles cleaned
- [ ] Walk-off mats vacuumed and turned end for end
- [ ] Smoking and break areas swept, butts cleared
- [ ] Outdoor tables and benches wiped
- [ ] Trash and recycling enclosures tidy around the bins

Reporting

- [ ] Visit report lists work done, issues and tenant requests
- [ ] Proof of insurance on file with the owner and manager

Notes