

Business park cleaning: what we clean

Walk each building with this sheet and note how often every shared area should be done.

Business park _____ **Address** _____

Walked by _____ **Date** _____

Shared building areas

- ☐ Lobbies
- ☐ Corridors and stairwells
- ☐ Elevator cabs
- ☐ Common restrooms, dispensers refilled
- ☐ High-touch points wiped each visit
- ☐ Shared kitchen counters, sinks and appliances
- ☐ Break area floors

Tenant suites (on the tenant's own schedule)

- ☐ Workstations
- ☐ Conference rooms
- ☐ Kitchenettes
- ☐ Suite hours and task list noted per tenant

Flex and warehouse bays

- ☐ Break rooms near the dock cleaned and stocked
- ☐ Restrooms by the dock
- ☐ Concrete swept and scrubbed
- ☐ Dock doors and shipping counters wiped

Amenities

- ☐ Fitness equipment and mats
- ☐ Cafe or vending lounge tables and counters
- ☐ Conference center reset after bookings
- ☐ Amenity restrooms and locker areas stocked
- ☐ Outdoor seating

Exterior touchpoints

- ☐ Entry door glass and hardware
- ☐ Entry mats shaken out or replaced
- ☐ Outdoor bins emptied
- ☐ Litter picked up by benches, planters and smoking areas
- ☐ Walkways and dumpster pads pressure washed

Plan and reporting

- ☐ Visit frequency set building by building
- ☐ Day porter hours between buildings
- ☐ Supervisor inspection in every building
- ☐ One combined report for the manager
- ☐ Proof of insurance on file before the first visit

Notes
