

# Facility Cleaning Checklist

A room-by-room guide to keep your commercial space consistently clean, healthy, and inspection-ready. Use the frequency tags to build your schedule — or let Dust Away handle all of it for you.

● **Daily** ● **Weekly** ● **Monthly**

## 1. Entrances & Lobbies

- ☐ Wipe entry glass, doors & handles D
- ☐ Vacuum / shake out walk-off mats D
- ☐ Empty lobby trash & replace liners D
- ☐ Dust reception surfaces & seating D
- ☐ Disinfect high-touch: handles, kiosks D
- ☐ Detail baseboards & air vents W
- ☐ Deep-clean entrance flooring M

## 2. Offices & Workstations

- ☐ Empty trash & replace liners D
- ☐ Disinfect desks, phones, keyboards D
- ☐ Vacuum carpet / mop hard floors D
- ☐ Spot-clean glass partitions W
- ☐ Dust surfaces, sills & monitors W
- ☐ Detail vents & light fixtures M

## 3. Restrooms

- ☐ Restock soap, paper & towels D
- ☐ Clean & disinfect toilets / urinals D
- ☐ Disinfect sinks, counters & faucets D
- ☐ Clean mirrors & polish fixtures D
- ☐ Mop & disinfect floors D
- ☐ Descale & deep-scrub grout M

## 4. Break Rooms & Kitchens

- ☐ Disinfect tables, counters & sinks D
- ☐ Wipe appliance exteriors & handles D
- ☐ Empty trash & recycling D
- ☐ Restock supplies & mop floor D
- ☐ Clean fridge & microwave interiors W
- ☐ Descale coffee & water equipment M

### 5. Floors & Carpets

- ☐ Vacuum carpets & entry mats D
- ☐ Sweep & mop hard floors D
- ☐ Spot-treat spills & stains D
- ☐ Buff / burnish high-traffic floors W
- ☐ Deep carpet extraction M

### 6. Health & Disinfection

- ☐ Door handles, push plates & rails D
- ☐ Light switches & elevator buttons D
- ☐ Shared electronics & keypads D
- ☐ Electrostatic disinfection (as needed) M

### 7. Common Areas & Hallways

- ☐ Empty trash & spot-clean walls D
- ☐ Clean elevator interiors & tracks W
- ☐ Dust ledges, rails & signage W
- ☐ High & low dusting M

### 8. Windows, Trash & Exterior

- ☐ Empty all bins & replace liners D
- ☐ Spot-clean interior glass smudges D
- ☐ Sanitize bin exteriors W
- ☐ Full interior windows & frames M
- ☐ Police exterior entrance & dock W

## Rather not do all this yourself?

Dust Away keeps commercial facilities across Charlotte spotless — with a free written quote in 48 hours and no long-term contracts.

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