PRIMECLEAN
SERVICE

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OFFICE / COMMERCIAL CLEANING SERVICE CHECKLIST

Reception / Lobby Area
- Dust All Surfaces
- Wipe Reception Desk
- Clean Glass Doors
- Clean Mirrors
- Spot Clean Fingerprints & Marks
- Empty Trash Bins & Replace Liners
- Vacuum & Mop Floors

Break Room / Kitchenette
- Clean & Sanitize Countertops
- Clean Sink & Faucet
- Wipe Appliance Exteriors
- Clean Tables & Chairs
- Empty Trash Bins & Replace Liners
- Vacuum & Mop Floors

Meeting Rooms
- Dust Tables & Furniture
- Wipe Surfaces
- Clean Glass Partitions
- Empty Trash Bins & Replace Liners
- Vacuum & Mop Floors

Offices & Workstations
- Dust Desks, Shelves & Furniture
- Wipe Accessible Surfaces
- Sanitize High-Touch Areas
  - Door Handles
  - Light Switches
  - Phones
  - Keyboards (if permitted)
- Empty Trash Bins & Replace Liners
- Vacuum & Mop Floors

Washrooms
- Clean & Disinfect Toilets and Urinals
- Clean Sinks & Faucets
- Wipe Mirrors
- Clean & Disinfect Countertops
- Refill Soap, Paper Towels & Toilet Paper (if supplied)
- Empty Trash Bins & Replace Liners
- Vacuum & Mop Floors

Notes:

- Services can be customized based on client needs
- Cleaning includes equipment and disinfectant products
- Extra services: fridge interior, windows