**Commercial Checklist**

**Restrooms**

Toilet |urinals | countertops | countertop back splash | sinks | faucets | mirrors | partitions

dispenser | handicap grab bars | ceiling and wall vents | lights | trash cans | hard floor

baseboard | doors | frames | handles | push plates | kick plates | walls

Free of soil, dust, trash, stickers, water lines, mineral deposits, water spots, buildup around base and hardware, soap scum, streaks, haze, scuffs, black heel marks, food and finger prints. Dispensers stocked with product. Can liner tied to fit trash can to prevent liner from falling inside trash can.

 **Break Rooms | Kitchen Areas | Coffee Centers**

Countertops | countertop back splash | sinks | faucets | cabinets | refrigerator | stove microwave | tables | chairs | dispensers | ceiling and wall vents | lights | trash cans

Hardwood floor | baseboards | floor mats | vending machines | drinking fountains | doors/

door frames | handles | push plates | kick plates | windows and sills | walls

Free of soil, dust, trash, coffee, mineral deposits, water spots, buildup around hardware, soap scum, streaks, haze, scuffs, black heel marks, food and finger prints. Dispensers stocked with product. Can liner tied to fit trash can to prevent liner from falling inside trash cans.

**Lobby**

Reception desk | chairs | tables | magazines | lights | carpet | hard floor | pictures bookshelves | cabinets | partitions | walls | trash cans | baseboards | windows and sills

doors | door frames | handles | push plates | kick plates

Free of dust, spots, soil, mud, trash, tape, marks, scuffs, streaks, haze, coffee/soda rings and finger prints. Can liner tied to fit trash can to prevent liner from falling inside trash cans. Magazines arranged in an orderly fashion on tables.

**Entrance**

Walls | trash cans | baseboards | lights | windows and sills | doors | door frames | handles

push plates | kick plates | carpet | hard floor | floor mats |outside entrance

Free of dust, spots, soil, mud, trash, tape, marks, scuffs and finger prints. Can liner tied to fit trash can to prevent liner from falling inside trash can. Outside entrance swept and litter picked up.

**Stairways**

Hand rails | stair treads | walls | lights | pictures | doors | door frames | handles

push plates | kick plates | carpet | hard floor | floor mats

Free of dust, spots, soil, mud, trash, tape, marks, scuffs, and finger prints.

**Offices | Cubical Areas**

Desk tops | office chairs | chair pads | tables | lights | carpet | hard floor | floor mats pictures book shelves | cabinets | partitions | walls | trash cans | baseboards | windows and sills

doors | door frames | handles | push plates | kick plates

Free of dust, spots, soil, mud, trash, tape, marks, scuffs, streaks, haze, coffee/soda rings and finger prints. Can liner tied to fit trash can to prevent liner from falling inside trash can.