Office park common areas and suites: what we clean

Tour each building with the park manager and mark what the park plan covers.

Park _____ **Building** _____

Walked by _____ **Date** _____

Shared lobbies and corridors

- [ ] Lobbies, corridors and stairwells
- [ ] Elevator cabs
- [ ] Common restrooms serviced on each building's schedule
- [ ] Glass and tenant directories wiped
- [ ] Drinking fountains and handrails
- [ ] Floors vacuumed or mopped

Tenant suites

- [ ] Task list and cleaning days set suite by suite
- [ ] Booked through the manager or directly with us
- [ ] Vacated suites cleaned top to bottom before a showing

Amenities

- [ ] Fitness room equipment and mirrors wiped
- [ ] Cafe counters and tables cleaned
- [ ] Shared conference rooms reset, chairs squared, whiteboards cleared
- [ ] Courtyard seating wiped down
- [ ] Mail and package rooms dusted, cardboard cleared
- [ ] Training rooms reset after each tenant booking

Entries and outdoor areas

- [ ] Entry glass and push bars
- [ ] Walk-off mats vacuumed or rotated
- [ ] Exterior trash cans and ash urns emptied
- [ ] Smoking and break areas, picnic tables and benches
- [ ] Sidewalks and building fronts pressure washed when booked

Day porter rounds

- [ ] Restroom checks in every building
- [ ] Lobbies straightened
- [ ] Litter collected along walkways
- [ ] Cafe spills cleaned up

Setup and reporting

- ☐ Keys and alarm codes logged building by building
- ☐ First visit: a deeper reset of every common area
- ☐ Paper, soap and liners from our supplies or the park stock room
- ☐ Supervisor inspection results in one report for the park

Notes