Business park cleaning: what we clean across the property

Use one sheet per park on the walkthrough and tick the buildings and suites to include.

Park _____ **Address** _____

Walked by _____ **Date** _____

Shared entries and lobbies

- ☐ Entry glass and directory boards
- ☐ Drinking fountains and handrails
- ☐ Elevator cabs
- ☐ Corridors and stairwells
- ☐ Common restrooms
- ☐ Lobby and corridor floors

Tenant suites

- ☐ Each suite's tasks and nights listed
- ☐ Suites booked through the manager or with us directly
- ☐ Vacant suites cleaned top to bottom before showings

Shared amenities

- ☐ Fitness room equipment and mirrors wiped
- ☐ Cafe or vending corner tables and counters
- ☐ Shared conference rooms reset and whiteboards cleared
- ☐ Training rooms cleaned after each booking
- ☐ Mail and package rooms dusted, cardboard cleared
- ☐ Bike storage swept

Outside the front doors

- ☐ Push bars and entry glass
- ☐ Walk-off mats vacuumed or rotated
- ☐ Exterior bins and ash urns emptied
- ☐ Picnic tables and benches wiped
- ☐ Smoking and break areas tidied
- ☐ Covered walkways and seating swept

Yearly project calendar

- [ ] Lobby vinyl tile strip and refinish
- [ ] Hallway carpet extraction
- [ ] Restroom deep clean, staggered by building
- [ ] High dusting of lobby ledges and light fixtures
- [ ] Interior partition glass and vents above entries

Porter and reporting

- [ ] Day porter route weighted to the busiest buildings
- [ ] Supervisor inspection findings in one park report
- [ ] Proof of insurance for the property records

Notes