

OFFICE ROUTINE MAINTENANCE ROOM SURFACE CLEANING CHECKLISTS

OFFICES, HALLWAYS, LOBBIES, & CONFERENCE ROOMS

Floors (non-carpeted)
neutral floor cleaner

Upholstered Furniture
vacuum (no chemicals)

Desks & Desk Chairs
multi-surface cleaner

Floors (carpeted)
vacuum (no chemicals)

Phones
disinfectant spray cleaner

Glass Top Tables
glass & window cleaner

Light Switches
disinfectant spray cleaner

Electronics & Controls
disinfectant spray cleaner

Display Cases
glass & window cleaner

Doorknobs / Handles
disinfectant spray cleaner

Computer & Office Equipment
multi-surface cleaner

Lamps & Fixtures
multi-surface cleaner

Trash Receptacles
disinfectant spray cleaner

Keyboards
disinfectant spray cleaner

Hand Sanitizer Dispensers
disinfectant spray cleaner

Windows
glass & window cleaner

Monitors & Screens
glass & window cleaner

Air
malodor counteractant

**Tables & Non-Upholstered
Chairs**
*multi-surface cleaner
furniture polish*

**Counters / Cabinets /
Shelving**
multi-surface cleaner



OFFICE ROUTINE MAINTENANCE ROOM SURFACE CLEANING CHECKLISTS

PUBLIC RESTROOMS

Floors

bio-enzymatic floor cleaner

Handrails

disinfectant spray cleaner

Counters

AVISTAT-D™

Light Switches

disinfectant spray cleaner

Stall Walls, Doors, & Handles

disinfectant spray cleaner

Air

ETERNITY™

Doorknobs / Handles

disinfectant spray cleaner

Toilet Bowls & Fixtures

*restroom disinfectant cleaner
disinfectant bowl cleaner*

Trash Receptacles

disinfectant spray cleaner

Urinals & Fixtures

*restroom disinfectant cleaner
disinfectant bowl cleaner*

Dispensers

disinfectant spray cleaner

Sinks & Fixtures

*disinfectant spray cleaner
creme cleanser*

Mirrors

glass & window cleaner

BREAK ROOMS

Floors (non-carpeted)

neutral floor cleaner

Microwaves & Toaster Ovens

spray & wipe degreaser

Water Coolers

food surface sanitizer

Floors (carpeted)

vacuum (no chemicals)

Counters

food surface sanitizer

Refrigerators

multi-surface cleaner

Light Switches

disinfectant spray cleaner

Tables

food surface sanitizer

Sinks & Fixtures

disinfectant spray cleaner

Doorknobs / Handles

disinfectant spray cleaner

Chairs

multi-surface cleaner

Windows

glass & window cleaner

Trash Receptacles

disinfectant spray cleaner

Cabinets

multi-surface cleaner

Vending Machines

multi-surface cleaner

Dispensers

disinfectant spray cleaner

Coffee Makers

multi-surface cleaner

