Bank branch cleaning: what we clean

Carry this sheet with the branch manager on the walkthrough and mark each area to include.

Branch _____ **Address** _____

Walked by _____ **Date** _____

ATM vestibule and entry

- ☐ Vestibule glass wiped of fingerprints
- ☐ Ledges and floor around the ATM
- ☐ Tracked-in grit cleared from the entry floor
- ☐ Entrance finished last so the first customer walks on a clean floor

Customer lobby

- ☐ Reception surfaces
- ☐ Check-writing stations
- ☐ Customer counters
- ☐ Waiting chairs and the floor beneath them
- ☐ Waiting-room floor

Teller line

- ☐ Teller counters wiped every visit
- ☐ Documents, equipment and personal items left where staff set them
- ☐ Glass partitions detailed when fingerprints build up
- ☐ Stainless fixtures given a detailed clean as needed

Offices and conference room

- ☐ Loan and administrative offices dusted
- ☐ Accessible desk surface cleaned around papers
- ☐ Conference room dusted
- ☐ Waste collected from each office

Staff breakroom and restrooms

- ☐ Breakroom counters and fixtures
- ☐ Breakroom floor
- ☐ Restroom fixtures and counters
- ☐ Restroom floors

Access and periodic work

- ☐ Public hours and lock-up time noted: _____
- ☐ Rooms closed to cleaners (vault, secured files): _____
- ☐ Keys or alarm codes go only to background-checked cleaners
- ☐ Lobby hard floor scrubbed, recoated or burnished on an evening the branch is shut
- ☐ Lobby carpet extracted
- ☐ Walkway, parking area and low-rise windows through exterior services

Notes