Business park and mixed-use cleaning: what we clean

Walk the property with your manager and mark owner areas and tenant areas.

Property _____ **Address** _____

Walked by _____ **Date** _____

Shared entrances and lobbies

- ☐ Lobby floors
- ☐ Entrance and lobby surfaces
- ☐ Mailroom
- ☐ Floor-by-floor list of shared areas: _____
- ☐ Main lobby on the nightly list if traffic is heavy

Corridors, elevators and stairs

- ☐ Corridors along the routes tenants use
- ☐ Elevators kept tidy
- ☐ Low-use corridors and stairwells on fewer nights
- ☐ Day porter rounds through the lunch hour for busy common areas

Common restrooms

- ☐ Fixtures cleaned
- ☐ Bins emptied
- ☐ Restrooms beside a food tenant on the busier schedule
- ☐ Count of common restrooms: _____

Tenant suites

- ☐ Suite workspace cleaned apart from shared corridors
- ☐ Private restrooms and kitchenettes on the tenant's own plan
- ☐ Retail areas given customer-space care
- ☐ Suites that want interior cleaning: _____

Residential portions

- ☐ Common rooms through the multifamily service
- ☐ Lobbies and mail areas timed around resident hours
- ☐ Vacant units through the multifamily service

Vacant suites and build-outs

- ☐ Turnover cleaning of interior surfaces after a tenant leaves
- ☐ Floors, fixtures and leftover appliances reset
- ☐ One-time detail clean before a showing
- ☐ Post-construction cleaning after a build-out, before move-in
- ☐ Exterior common areas swept or washed through exterior services

Notes