

Business and office parks: what we clean

Walk the park with your property manager and tick each shared space and suite.

Park _____ Address _____
Walked by _____ Date _____

Shared lobbies and corridors

- ☐ Entry glass
- ☐ Directory boards and elevator panels wiped
- ☐ Floors kept clear of tracked-in grit
- ☐ Lobby furniture vacuumed and wiped
- ☐ Elevator door tracks on a rotation
- ☐ Stair rails and drinking fountains on a rotation

Shared restrooms

- ☐ Fixtures serviced
- ☐ Dispensers serviced
- ☐ Floors cleaned
- ☐ Periodic restroom deep cleaning

Tenant suites

- ☐ Rooms and tasks written up per suite
- ☐ Visit days set for each tenant
- ☐ Medical suite cleaned to its practice protocol
- ☐ Vacant suite refreshed for showings
- ☐ New tenant's rooms added before move-in

Amenities

- ☐ Fitness equipment and mats wiped
- ☐ Cafe seating and counters
- ☐ Conference center tables, glass and carpet
- ☐ Visits timed to bookings

Outside the doors

- ☐ Door hardware at each entry
- ☐ Walk-off mats vacuumed or shaken out
- ☐ Benches and tables in break and smoking areas
- ☐ Exterior bins and ash urns emptied

Porter rounds and planned work

- ☐ Porter loop between buildings for restrooms and spills
- ☐ Conference rooms reset during the day
- ☐ Carpet extraction in shared corridors
- ☐ Strip-and-refinish in a lobby
- ☐ Supervisor findings reviewed building by building

Notes
