



Office Cleaning Checklist

Restrooms	
Empty Trash	✓
Sinks, countertops, toilets, urinals (clean, sanitize, polish	✓
Glass, mirrors, chrome (Clean, Polish)	✓
Dispensers: Soap, tissue, towels (fill, clean, sanitize)	✓
Restroom walls, Door handles, light switches (spot clean)	✓
Partitions (Dust)	✓
Breakrooms	
Clean sink, countertops, tables	✓
Wipe Outsides of appliances & vending machine	✓
Straighten chairs and tables	✓
Clean outside of microwave	✓
Clean outside of refrigerator	✓
Floors	
Resilient/tile - (Sweep, mop)	✓
Carpet (vacuum)	✓
Mats (vacuum)	✓
Vacuum (edges)	✓
Windows	
Doorways (clean both sides)	✓
Office Trash	✓
Office Areas	
Trash (empty, replace liners as needed)	✓
Drinking Fountains (clean, polish, sanitize)	✓
Dust desk areas, tables, file cabinets, sills	✓
High Dust (Vents, items on walls)	✓
Low Dust (chair & table legs, side of desks)	✓
Cleared Desks, tables (damp wipe)	✓
Light Switches, phones (wipe, sanitize)	✓
Push Plates, Kick plates (damp wipe)	✓
Baseboards (dust clean)	✓
Clean Elevators (doors, walls, treads, vacuum)	✓
Stairwells (dust, vacuum)	✓
Closing Checklist	
Push Chairs into desks, tables	✓

Turn off designated lights	✓
Shut designated doors	✓
Lock Entrance Exit	✓

✓=service provided at service level

\$=service provided at an additional cost

*Sinks must be free of dishes and other items.

Services We Don't Offer:

*Lift, move, slide heavy furniture that requires two or more people to move or exceeds 30 lbs

*Reach heights in excess of a two-step ladder

*Clean the front of TVs or computer screens

*Clean carpets (beyond vacuum)

*Clean bio-hazardous substances (i.e., feces, blood, etc.)

*Clean infested properties (i.e., rodents, insects, mold etc.)

*Move appliances that are connected to gas, electricity or water,

*Clean custom light fixtures, chandeliers, complex or fancy light fixtures

*Clean inside China Cabinets

*Clean plant shelves

* Remove Hard Water Build Up

*Provide service clients who are, in Serene Cleaning Services LLC's sole discretion, disrespectful or offensive to Serene Cleaning Services LLC staff

*Clean/Hand Wash Mini or Metal Blinds