

Business park cleaning: what we clean

Walk the park one building at a time and tick each area the plan covers.

Business park _____ Address _____
Walked by _____ Date _____

Shared lobbies and corridors

- ☐ Lobby glass and directories
- ☐ Elevator cabs
- ☐ Stair rails
- ☐ Corridor floors on each level
- ☐ Shared restrooms on every floor cleaned and restocked

Tenant suites

- ☐ Each suite's cleaning hours noted
- ☐ Add-on service requests per tenant
- ☐ Turnover clean before a new tenant moves in
- ☐ Post-construction clean after a build-out
- ☐ Light monthly pass on vacant suites

Amenities

- ☐ Fitness room equipment wiped down
- ☐ Fitness mirrors, mats and floors
- ☐ Locker rooms scrubbed
- ☐ Café and lounge counters, tables and appliance fronts
- ☐ Conference center reset after bookings

Entries and outdoor areas

- ☐ Entry glass and every door pull
- ☐ Walk-off mats vacuumed and rotated
- ☐ Smoking and break areas cleared of butts and litter
- ☐ Benches, tables and receptacles wiped
- ☐ Cigarette urns and outdoor bins emptied

Garages, docks and service areas

- ☐ Garage stairwells and elevator lobbies
- ☐ Pay stations wiped
- ☐ Shared docks and trash enclosures swept
- ☐ Service corridors scrubbed

Porter loop and reporting

- ☐ Day porter route between buildings mapped
- ☐ Lobby and restroom checks on the loop
- ☐ Litter pickup at entries
- ☐ One park-wide report after scheduled visits
- ☐ Cracked glass, leaks and dead lights flagged

Notes
