Government building cleaning: what we clean

Walk each floor with your facilities officer and tick every space as you go.

Agency _____ **Building address** _____

Walked by _____ **Date** _____

Public side

- ☐ Entrances and corridors
- ☐ Public counters and waiting seats
- ☐ Lobby handprints and litter cleared once visitors leave
- ☐ Public restrooms sanitized first
- ☐ Paper, soap and liners restocked each visit
- ☐ Each restroom listed by floor and by who uses it

Meeting and hearing rooms

- ☐ Hearing rooms reset after the last session
- ☐ Meeting room tables and chairs
- ☐ Cleaning held until scheduled public meetings end
- ☐ Carpeted meeting rooms on a quiet evening or weekend

Staff floors

- ☐ Administrative offices on an office-style routine
- ☐ Open workstations
- ☐ Staff restrooms
- ☐ Breakrooms

Access and timing

- ☐ Badge procedures followed in every area
- ☐ Escorts arranged where your rules call for them
- ☐ Secure records rooms entered under escort
- ☐ Cleaning window matched to public hours
- ☐ Saturday visit if the building opens weekends
- ☐ Proof of insurance attached to the quote

Daytime and outside

- [ ] Porter keeps lobby restrooms stocked during public hours
- [ ] Spills handled while counters are open
- [ ] Entrance walks pressure washed, if added
- [ ] Grounds through landscape maintenance, if added
- [ ] Hard-floor corridors on a floor care cycle

Notes