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## Commercial Cleaning Checklist

### ENTRYWAY/WAITING ROOM/SHOWROOM

- Spot wipe windows/glass near door, spot wipe visible debris on window ledges, light dusting of blinds, baseboards, window sills and other woodwork and decor, tidy magazines/marketing materials, empty trash, re-line wastebasket, sweep and mop (if applicable)

### FRONT DESK AREA

- Light dusting of light fixtures, baseboards, other woodwork and decor, wipe workspace counters, remove trash and re-line wastebasket, sweep and mop (if applicable).

### RESTROOMS

- Dust light fixtures, remove any visible cobwebs, sink wiped and disinfected, faucets disinfected, wipe mirror, disinfect/scrub toilet, replace toilet paper (if requested), remove trash, re-line wastebasket, sweep, and mop.

### BREAK ROOM/KITCHEN

- Dust light fixtures, remove any visible cobwebs, sink wiped and disinfected, countertops wiped, clean inside and outside of microwave, wipe outside of fridge, wipe top and front of stove (if applicable), empty trash, re-line wastebasket, sweep and mop. **INSIDE FRIDGE/HAND WIPING CABINETS are extra. Please call the office if you would like to add this to your service.**

### OFFICES/EXAM ROOMS

- Dust light fixtures, wipe countertops/desks, sanitize sink (if applicable), light dusting of blinds, baseboards, window sills and other woodwork and decor, remove trash, re-line wastebasket, sweep and mop.

### HALLWAYS

- Dust light fixtures, remove any visible cobwebs, dust baseboards, sweep and mop.