



COMMERCIAL CLEANING PREPARATION CHECKLIST

1. Before Service

- ☐ Confirm service date and access time
- ☐ Confirm primary contact for the service
- ☐ Provide keys, codes, badges, or entry instructions if needed
- ☐ Notify security or front desk when applicable
- ☐ Identify restricted or off-limit areas
- ☐ Secure confidential documents and valuables
- ☐ Remove personal or fragile items from surfaces when possible
- ☐ Inform employees, tenants, or occupants about the scheduled service

2. Areas & Access

Please confirm access to applicable areas:

- ☐ Offices / Workstations
- ☐ Lobby / Reception
- ☐ Conference Rooms
- ☐ Restrooms
- ☐ Breakrooms / Kitchens
- ☐ Hallways / Common Areas
- ☐ Stairways / Elevators
- ☐ Retail / Customer Areas
- ☐ Storage Areas
- ☐ Exterior / Patio Areas

Restricted Areas: _____

3. Site Preparation

- ☐ Floors are accessible for cleaning
- ☐ Desks and countertops are reasonably clear
- ☐ Trash to be removed is clearly identified
- ☐ Large equipment or furniture requiring special handling is identified
- ☐ Water access is available if required
- ☐ Electrical access is available if required
- ☐ Janitorial closet / supply area is accessible
- ☐ Dumpster / trash disposal location is identified

4. Special Instructions

Please identify any special needs:

- ☐ High-Traffic Areas
- ☐ Stains / Heavy Buildup
- ☐ High-Touch Disinfection
- ☐ Interior Windows
- ☐ Floor Scrubbing / Polishing
- ☐ Carpet Extraction
- ☐ Restocking
- ☐ Client-Specific Products
- ☐ Chemical Restrictions
- ☐ Photo Documentation
- ☐ Other: _____

Priority Areas / Instructions:

5. Final Confirmation

- ☐ Scope of service reviewed
- ☐ Access instructions confirmed
- ☐ Service hours confirmed
- ☐ Priority areas identified
- ☐ Special requirements communicated
- ☐ Contact information confirmed

Important

Preparing the property before service helps our team work efficiently and focus on the approved cleaning scope. Any additional areas, special conditions, or services identified on-site may require scope or pricing adjustments before work proceeds.