# Business park common areas and suites: what we clean

Carry this from building to building with your property manager and tick what is done.

**Business park** _____ **Building** _____

**Walked by** _____ **Date** _____

## Building lobbies and corridors

- ☐ Lobby entry glass and directory boards cleaned
- ☐ Elevator doors and lobby seating wiped
- ☐ Lobby floors finished on a traffic-based schedule
- ☐ Corridors and stairwells dusted and wiped
- ☐ Elevator cabs wiped and vacuumed

## Shared restrooms

- ☐ Fixtures cleaned and disinfected each visit
- ☐ Paper and soap restocked from our stock or the landlord's
- ☐ Daytime checks where foot traffic runs heavy
- ☐ Periodic grout, partition and fixture detail

## Tenant suites

- ☐ Each suite cleaned to its own task list and visit count
- ☐ Suite access rules, alarm codes and key steps followed
- ☐ Vacated suite turned over for the next tenant
- ☐ Post-construction clean after a build-out

## Amenities

- ☐ Fitness equipment and mats wiped
- ☐ Locker rooms and showers cleaned
- ☐ Cafe seating and counters kept tidy
- ☐ Conference rooms reset after events

## Entrances and outdoor spots

- ☐ Door glass and push plates cleaned at each building
- ☐ Walk-off mats vacuumed or shaken out
- ☐ Litter cleared from entry walks
- ☐ Smoking area ash urns emptied
- ☐ Break patio tables wiped, ground litter picked up

## Day porter route

- [ ] Restrooms checked in each building
- [ ] Lobby glass wiped through the day
- [ ] Cafe and conference areas refreshed
- [ ] Spills and tenant requests handled
- [ ] Issues such as a leaking fixture passed to your contact

## Notes