

Commercial Cleaning Checklist

Built for facilities and cleaning teams that need repeatable service records: zones, frequencies, trash, high-touch surfaces, floors, restrooms, supplies, exceptions, photos, and supervisor signoff.

FORMAT

Printable PDF checklist

CATEGORY

Cleaning

EDITABLE ONLINE

<https://printablelistmaker.com/commercial-cleaning-checklist/>

Checklist

- ☐ 1. Define the facility zones: lobby, offices, conference rooms, restrooms, break rooms, hallways, elevators, stairs, storage, and exterior entry
- ☐ 2. Set daily, weekly, monthly, and deep-clean frequencies for each zone with cleaner name, shift, and supervisor signoff
- ☐ 3. Format the printable checklist with columns for zone, task, frequency, assigned cleaner, exception notes, photos, and final review
- ☐ 4. Empty trash and recycling, replace liners, remove food waste, check odor sources, and record oversized disposal needs
- ☐ 5. Clean and disinfect high-touch surfaces such as handles, switches, railings, counters, shared devices, faucets, sinks, and elevator buttons
- ☐ 6. Dust horizontal surfaces, vents, ledges, baseboards, furniture, partitions, signage, and reachable fixtures
- ☐ 7. Vacuum carpets, sweep and mop hard floors, spot clean spills, check mats, and report floor damage or slip hazards
- ☐ 8. Restock restroom and supply stations with paper, soap, sanitizer, liners, cleaning products, PPE, and service notes
- ☐ 9. Separate routine janitorial tasks from monthly detail work such as vents, glass partitions, upholstery, storage rooms, and exterior entry cleanup
- ☐ 10. Log maintenance issues, skipped areas, locked rooms, supply shortages, client requests, photos, and final supervisor review

Planning note

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Tips

Start with zones and frequency

Commercial cleaning fails when everything is treated as one vague job. Separate lobbies, restrooms, workstations, break rooms, floors, elevators, and storage, then assign daily, weekly, and deep-clean frequency.

Record exceptions instead of hiding them

Locked rooms, supply shortages, maintenance issues, spills, odors, and client requests should be written down. Exception notes turn a checklist into a useful service record.

Common questions

What should a commercial cleaning checklist include?

Include facility zones, daily and weekly frequencies, trash, restrooms, break rooms, high-touch surfaces, floors, supply restocking, locked areas, exception notes, photos, and supervisor signoff.

Can a commercial cleaning checklist be used for client signoff?

Yes. Add cleaner initials, time completed, skipped areas, supply shortages, maintenance issues, supervisor review, and client notes so the checklist becomes a simple service record.

Make signoff part of the work

Cleaner initials, time completed, supervisor review, and client notes help teams spot missed areas and prove service quality when work happens after hours.

Does this replace workplace safety or product instructions?

No. Follow product labels, safety data sheets, workplace rules, local requirements, and qualified guidance for disinfectants, PPE, hazards, and regulated areas.

Generated by Printable List Maker. Edit the live version at <https://printablelistmaker.com/commercial-cleaning-checklist/>. This checklist is for organization and planning only; follow applicable professional, safety, legal, food-code, lease, or workplace requirements where relevant.