

Commercial Construction Checklist



Select Extra/s

Select Extra/s that Apply for this Booking

(All Extras will be listed in "Extras" section in Booking Details).

- ☐ Paint Removal
- ☐ Heavy Duty
- ☐ Inside Cabinet
- ☐ Interior Window/s
- ☐ Wet Wipe Window Blinds
- ☐ Wall Washing
- ☐ Heavy-Duty Wall Washing

Before Cleaning

Do These Things Before Starting:

- ☐ Perform pre-walkthrough and confirm scope of work/quoted amount
(if quote needs adjusting, call admin)
- ☐ Take before photos of entire job site

Entrance Ways

Entrance Ways

- ☐ Remove debris
- ☐ Dust Walls
- ☐ Remove any drywall, mud, paint from door frame and glass
- ☐ Wipe off all light switches and outlet covers
- ☐ Clean window frame and glass inside and out
- ☐ Clean light fixtures inside and out
- ☐ Sweep/mop hard floor surface
- ☐ Vacuum carpet
- ☐ Paint Removal
(Extra)
- ☐ Heavy Duty
(Extra)
- ☐ Inside Cabinet
(Extra)
- ☐ Interior Window/s
(Extra)
- ☐ Wet Wipe Window Blinds
(Extra)
- ☐ Wall Washing
(Extra)

☐ Heavy-Duty Wall Washing
(Extra)

Lobby

Lobby

☐ Remove debris

☐ Dust walls

☐ Vacuum out drawers and cabinets

☐ Wipe out drawers and cabinets

☐ Wipe down all wood work including baseboards, cabinets, and doors

☐ Wipe down countertops

☐ Wipe off all light switches and outlet covers

☐ Vacuum all ceiling vents

☐ Clean window frames and glass (inside)

☐ Clean light fixtures inside and out

☐ Sweep/mop hard floor surface

☐ Vacuum carpet

☐ Paint Removal

(Extra)

☐ Heavy Duty

(Extra)

☐ Inside Cabinet

(Extra)

☐ Interior Window/s

(Extra)

☐ Wet Wipe Window Blinds

(Extra)

☐ Wall Washing

(Extra)

☐ Heavy-Duty Wall Washing

(Extra)

General Office Areas

General Office Areas

☐ Remove debris

☐ Dust walls

☐ Vacuum out drawers and cabinets

☐ Wipe down all wood work including baseboards, cabinets, and doors

☐ Wipe down countertops

☐ Wipe off all light switches and outlet covers

☐ Vacuum all ceiling vents

☐ Clean window frames and glass (inside)

☐ Clean light fixtures inside and out

☐ Sweep/mop hard floor surface

☐ Vacuum carpet

☐ Paint Removal

(Extra)

☐ Heavy Duty

(Extra)

☐ Inside Cabinet

(Extra)

☐ Interior Window/s

(Extra)

☐ Wet Wipe Window Blinds

(Extra)

☐ Wall Washing

(Extra)

☐ Heavy-Duty Wall Washing

(Extra)

Elevator

Elevator

☐ Remove debris

☐ Dust down walls

☐ Clean/polish metal

(doors, hand rails)

☐ Vacuum and clean tracks

☐ Sweep/vacuum and mop floor

☐ Vacuum carpet and edges

☐ Paint Removal

(Extra)

☐ Heavy Duty

(Extra)

☐ Inside Cabinets

(Extra)

☐ Interior Window/s

(Extra)

☐ Wet Wipe Window Blind

(Extra)

☐ Wall Washing

(Extra)

☐ Heavy-Duty Wall Washing

(Extra)

Copy and File Room

Copy and File Room

☐ Remove debris

☐ Dust down walls

- ☐ Vacuum out drawers and cabinets
- ☐ Wipe down all wood work including baseboards, cabinets, and doors
- ☐ Wipe down countertops
- ☐ Wipe off all light switches and outlet covers
- ☐ Vacuum all ceiling vents
- ☐ Clean light fixtures inside and out
- ☐ Sweep/mop hard floor surface
- ☐ Vacuum carpet
- ☐ Paint Removal
(Extra)
- ☐ Heavy Duty
(Extra)
- ☐ Inside Cabinet
(Extra)
- ☐ Interior Window/s
(Extra)
- ☐ Wet Wipe Window Blinds
(Extra)
- ☐ Wall Washing
(Extra)
- ☐ Heavy-Duty Wall Washing
(Extra)

Restrooms

Restrooms

- ☐ Remove debris
- ☐ Wipe down walls
- ☐ Clean countertops, sinks, and back-splash
- ☐ Wipe down, clean and polish dispensers
- ☐ Clean toilets and urinals
(remove stickers)
- ☐ Wipe down partition walls
- ☐ Wipe down, clean and polish grab bars
- ☐ Clean shower stalls
- ☐ Vacuum all ceiling vents
- ☐ Sweep/vacuum and mop floor
- ☐ Paint Removal
(Extra)
- ☐ Heavy Duty
(Extra)
- ☐ Inside Cabinet
(Extra)
- ☐ Interior Window/s
(Extra)
- ☐ Wet Wipe Window Blinds

(Extra)

☐ Wall Washing

(Extra)

☐ Heavy-Duty Wall Washing

(Extra)

Lunch/Break Room

Lunch/Break Room

☐ Remove debris

☐ Wipe down walls

☐ Clean countertops, sinks and back splash

☐ Vacuum out drawers and cabinets

☐ Wipe down all wood work including baseboards, cabinets, and doors

☐ Vacuum all ceiling vents

☐ Clean light fixtures inside and out

☐ Clean window frames and glass (inside)

☐ Sweep/mop hard floor surface

☐ Vacuum carpet

☐ Paint Removal

(Extra)

☐ Heavy Duty

(Extra)

☐ Inside Cabinet

(Extra)

☐ Interior Window/s

(Extra)

☐ Wet Wipe Window Blinds

(Extra)

☐ Wall Washing

(Extra)

☐ Heavy-Duty Wall Washing

(Extra)

Stairwells

Stairwells

☐ Remove debris

☐ Wipe down walls

☐ Clean light fixtures inside and out

☐ Wipe down handrails

☐ Sweep or vacuum stair treads and landings

☐ Mop hard floor surface

☐ Vacuum carpet

☐ Paint Removal

(Extra)

☐ Heavy Duty

(Extra)

☐ Inside Cabinet

(Extra)

☐ Interior Window/s

(Extra)

☐ Wet Wipe Window Blinds

(Extra)

☐ Wall Washing

(Extra)

☐ Heavy-Duty Wall Washing

(Extra)

Garage

Garage

☐ Remove debris

☐ Wipe down ceilings and walls

☐ Wipe down service doors, overhead doors

☐ Sweep or vacuum floors

☐ Mop floors

☐ Paint Removal

(Extra)

☐ Heavy Duty

(Extra)

☐ Inside Cabinet

(Extra)

☐ Interior Window/s

(Extra)

☐ Inside Cabinet

(Extra)

☐ Interior Window/s

(Extra)

☐ Wet Wipe Window Blinds

(Extra)

☐ Wall Washing

(Extra)

☐ Heavy-Duty Wall Washing

(Extra)

Outside Area

Outside Area

☐ Remove debris

☐ Wash outside windows, frames and doorways

☐ Clean light fixtures

After Cleaning

Do These Things Before Leaving:

- ☐ Take after photos of entire job site
- ☐ Perform final walkthrough with customer (ensures 100% satisfaction)
- ☐ Collect customer signature