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TRIANGLE CLEAN TEAM

COMMERCIAL CLEANING CHECKLIST*

*Each location has a unique checklist prepared based on the individual needs of each client and location. Below is an example of a medical facility cleaning checklist prepared for one of Triangle Clean Team's client locations.

Restrooms	Times/Wk	Times/Mo	Times/Yr	Other
Empty Trash (Replace liners as needed)	3			
Sinks, Countertops, Toilets (Clean, Sanitize, Polish)	3			
Glass, Mirrors, Chrome (Clean, Polish)	3			
Dispensers: Soap, Tissue, Towels (Fill, Clean, Sanitize)	3			
Door Handles, Light Switches (Wipe, Sanitize)	3			
High / Low Dusting (Vents, Lights, Baseboards)		1		

Break Room / Kitchen

Clean Sink, Countertops, Tables	3			
Straighten Chairs and Tables	3			
Clean Inside/Outside of Microwave	3			
Clean Outside of Refrigerator	3			
High / Low Dusting (Vents, Lights, Baseboards)		1		

Floors

Resilient/Tile, Vinyl/Linoleum* – (Sweep, Vacuum, Mop)	3			
Carpet (Vacuum) / [Steam Cleaned]	(3)		[2]	
*Use Scrub pad to remove chair marks in exam rooms	3			

Lobby / Front Desk Area

Empty Trash / Paper Shredder (Replace liners as needed)	3			
Tables, Desk Surfaces, Phones, Chairs (Wipe, Sanitize)	3			
Pictures / Wall Hangings (Dust)	3			
Organize Magazines / General Straightening (As-Needed)	3			
Clean Entry Door Glass / Pass through door (Inside/Outside)	3			
High / Low Dusting (Vents, Lights, Baseboards)		1		

Exam Rooms

	Times/Wk	Times/Mo	Times/Yr	Other
Empty Trash (Replace liners as needed)	3			
Rinse Cups / Towels / Multi-fold towels (refill as needed)	3			
Sinks, Countertops, Cabinets (Clean, Sanitize, Polish)	3			
Exam Chairs (lower to "0" position, sanitize chair/base)	3			
Rolling Chairs > place neatly on carpet outside exam room	3			
Light Switches, Exam Lights (Wipe, Sanitize)	3			
High / Low Dusting (Vents, Lights, Baseboards)		1		

Lab / Common Area

	Times/Wk	Times/Mo	Times/Yr	Other
Empty Trash (Replace liners as needed)	3			
Sinks, Countertops, Cabinets (Clean, Sanitize, Polish)	3			
General Straightening (As-Needed)	3			
Pictures / Wall Hangings (Dust)	3			
Door Handles, Light Switches, Phones (Wipe, Sanitize)	3			
High / Low Dusting (Vents, Lights, Baseboards)		1		