



WASATCH CLEANING SOLUTIONS

THE FACILITY MANAGER'S

Commercial Cleaning Checklist

The room-by-room reference sheet that tells you exactly what a professional clean should cover — so you never overpay or get short-changed again.



Daily Standards, Zone-by-Zone

Use this as your baseline. If your current cleaner isn't consistently hitting these, that's your first conversation with them — or your signal to look elsewhere.

Entrance & Reception

- ☐ Entryway floors: swept, mopped, entry mats vacuumed and reset
- ☐ Glass doors and interior windows: streak-free, both sides
- ☐ Reception desk and shared surfaces: wiped and sanitized
- ☐ Waiting area: trash emptied, magazines/materials tidied
- ☐ High-touch: door handles, sign-in tablets, pens

Restrooms

- ☐ Toilets, urinals, and fixtures fully sanitized
- ☐ Sinks and counters wiped; mirrors streak-free
- ☐ Floors swept, mopped, corners and behind-the-toilet addressed
- ☐ Consumables restocked: soap, paper, liners
- ☐ Trash emptied AND bin wiped
- ☐ Vents and light fixtures dusted (weekly)

Break Room / Kitchen

- ☐ Counters, tables, and shared surfaces wiped
- ☐ Sink cleaned; faucet fixtures polished
- ☐ Microwave interior wiped (weekly minimum)
- ☐ Fridge exterior wiped; interior deep-cleaned on schedule
- ☐ Trash and recycling emptied and reset
- ☐ Floors swept and mopped

Offices & Workstations

- ☐ Trash emptied at each station
- ☐ Surfaces dusted; keyboards and phones wiped
- ☐ Common walkways vacuumed / hard floors mopped
- ☐ High-touch: light switches, door handles



Weekly, Monthly & Bid Review

Weekly Items (don't let these slide)

- ☐ Baseboards wiped throughout
- ☐ Interior windows and glass partitions cleaned
- ☐ Vents and light fixtures dusted
- ☐ Under-desk floors and behind-furniture areas addressed
- ☐ Restroom deep-clean pass: grout, base tile, dispensers

Monthly / Quarterly

- ☐ Carpet extraction or floor recoat scheduled
- ☐ Furniture spot-treated; upholstered chairs vacuumed
- ☐ Kitchen deep-clean: interior of fridge, oven exterior, small appliances
- ☐ Air vents wiped; return grilles cleaned
- ☐ Walkthrough with your cleaning company (get a written report)

Bid Comparison Checklist

- ☐ Frequency and hours per visit clearly stated
- ☐ Scope of work itemized in writing (not just "general cleaning")
- ☐ Supplies included or billed separately? Named products?
- ☐ Restroom sanitize protocols specified
- ☐ After-hours availability, response time, backup coverage
- ☐ Inspections or walkthroughs included
- ☐ Insurance coverage confirmed
- ☐ Contract terms: cancellation, escalation, price adjustments

Want an actual quote against this checklist?

Call (801) 512-1718 or visit wasatchcleaningsolutions.com — usually a same-day reply.