Business park cleaning: what we clean

Take one copy per building on the walkthrough and tick each space for the park plan.

Park _____ **Building** _____

Walked by _____ **Date** _____

Common lobbies

- ☐ Lobby glass and seating
- ☐ Building directory
- ☐ Elevator cars and handrails
- ☐ Hallway floors

Common restrooms

- ☐ Fixtures and floors scrubbed
- ☐ Touchpoints wiped down
- ☐ Dispensers refilled from our stock or the property's

Tenant suites

- ☐ Each suite cleaned after its people leave
- ☐ Extra visits or special tasks a tenant requests
- ☐ Turnover clean before move-in day
- ☐ Post-construction clean after a build-out
- ☐ Light monthly visit to vacant suites

Shared amenities

- ☐ Fitness machines, benches and mirrors wiped
- ☐ Fitness floor cleaned and locker rooms scrubbed
- ☐ Cafe and lounge tables, counters and appliance faces
- ☐ Conference rooms put back in order after bookings
- ☐ Whiteboards wiped once released
- ☐ Bike room and shower floors, benches and fixtures

Entries and grounds

- ☐ Front-door glass and pulls
- ☐ Walk-off mats vacuumed or rotated
- ☐ Patios, break tables and smoking spots cleared of litter
- ☐ Benches, tables and receptacles wiped
- ☐ Outdoor bins and ash urns emptied

Back of the property

- [ ] Stair treads, rails and landings
- [ ] Garage elevator lobbies and pay stations
- [ ] Loading areas and trash enclosures swept
- [ ] Service corridors swept

Repairs to flag for the office

- [ ] Dripping tap
- [ ] Door that won't latch
- [ ] Stairwell light fixture out

Notes