



Commercial/Office Cleaning Checklist

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100% Customer Satisfaction

Client:

Date:

Staff:

Offices & Conference Rooms

- High dust vertical and horizontal surfaces
- Spot clean and fingerprints from glass (including partitions, doors, and windows)
- Clean and disinfect tabletops, desks, phones, and computer monitors
- Remove garbage and replace liners
- Dust baseboards and vents
- Vacuum floors
- Mop hard floors

BATHROOMS

- Remove cobwebs
- Dust ceiling fans (Reachable with a 3-step ladder)
- Wet wipe ceiling fans (Reachable with a 3-step ladder)
- Dust blinds
- Clean inside windows (We do not flip windows inward or clean the exterior sides.)
- Wipe window sills
- Dust light fixtures (We do not clean chandeliers)
- Wet wipe light fixtures
- Clean inside closets
- Clean cabinet exteriors
- Vacuum cabinet interiors
- Wet wipe cabinet interiors
- Clean and disinfect the toilet, including behind and on the sides.
- Scrub and clean the showerhead
- Scrub and clean the showerhead hose
- Scrub and clean the soap holder
- Scrub and clean shower walls
- Scrub and clean shower doors
- Clean and disinfect the bathtub
- Clean and disinfect sinks
- Clean and disinfect countertops
- Clean and disinfect light switches

KITCHEN

- Remove cobwebs
- Dust ceiling fans (Reachable with a 3-step ladder)
- Wet wipe ceiling fans (Reachable with a 3-step ladder)
- Dust blinds
- Clean inside windows (We do not flip windows inward or clean the exterior sides.)
- Wipe window sills
- Dust light fixtures (We do not clean chandeliers)
- Wet wipe light fixtures
- Clean inside closets
- Clean appliance exteriors
- Clean cabinet exteriors
- Vacuum cabinet interiors
- Wet wipe cabinet interiors
- Vacuum inside drawers
- Wet wipe inside drawers
- Clean backsplash
- Clean the inside and outside of the microwave
- Clean countertops
- Polish all stainless steel surfaces
- Clean and polish the sink
- Clean cabinet exteriors
- Dust woodwork and doors
- Wet wipe woodwork and doors
- Clean and disinfect light switches
- Dust baseboards
- Wet wipe baseboards
- Vacuum floors
- Mop all hard surface floors

Hallways

- High dust walls, ledges, and fixtures
- Spot clean and fingerprints from hanging glass or mirror
- Vacuum floors
- Mop hard floors
- Dry dust baseboards

SAFETY CHECKLIST

- Stove/ Oven is off
- Toilets not running
- All faucets are off
- Windows are left as found
- Door locked, if required
- Pets are safe
- Heat/ Air changed back to setting found upon arrival



NOTES

Alarm Systems & Keys:

It is not necessary to be at the office while we are cleaning. If you have an alarm, make sure we have the key code so we can disarm the alarm when we arrive, and set it again when we leave. We will need to know where you keep your office key. If you leave your office unlocked, we are not responsible for anything that occurs before or after our visit.

Rescheduling:

Stuff is going to happen. At one point or another - for whatever reason, one of us is going to need to reschedule our cleaning. Communication is key. Call, text, or email as soon as you know there is a conflict, and we will do our best to reschedule your cleaning at the next earliest convenience. If you are going on vacation or have any scheduled closures, please give us at least a 2 weeks notice to not affect our employees hours. For cancellations not related to sickness, we must be notified 48 hours prior to the appointment to avoid the cancellation fee.

Sick policy:

If you or your employees get sick with a contagious illness (i.e. the flu, a cold, pneumonia, chicken pox, etc.) please call and reschedule your cleaning. It is possible that we might transport germs to the next house/office we clean or become sick ourselves. On our end, we will not send a sick employee to your home to protect you and your family. There will be no cancellation fees if you cancel due to sickness.

Satisfaction:

We aim to please. If for any reason, at any time you are not 100% completely satisfied, please call us immediately at 864-903-7377 and we will do everything in our power to resolve your concerns or a credit for a future service.