### **✅ Free Janitorial Cleaning Checklist**

 **Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Completed By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **🧹 General Cleaning**

 ☐ Empty all trash bins and replace liners
 ☐ Dust and wipe all desks, tables, and surfaces
 ☐ Clean and disinfect high-touch areas (doorknobs, light switches, handrails)
 ☐ Vacuum carpets and rugs
 ☐ Sweep and mop hard surface floors
 ☐ Clean glass doors and interior windows
 ☐ Dust air vents, baseboards, and corners

#### **🚽 Restroom Cleaning**

 ☐ Clean and disinfect toilets, urinals, and sinks
 ☐ Wipe down mirrors, stalls, and countertops
 ☐ Refill soap, toilet paper, and paper towels
 ☐ Mop floors with disinfectant
 ☐ Empty and sanitize sanitary bins and trash cans
 ☐ Check for plumbing issues or odors

#### **☕ Breakroom / Kitchenette**

 ☐ Wipe down countertops, tables, and appliances
 ☐ Clean microwave and refrigerator exterior
 ☐ Sanitize sink and faucet
 ☐ Refill paper towels and dish soap
 ☐ Empty trash and recycling bins
 ☐ Mop floor

#### **🏢 Entryways & Common Areas**

 ☐ Vacuum entry mats and area rugs
 ☐ Dust lobby furniture and signage
 ☐ Clean glass on entry doors
 ☐ Disinfect elevator buttons and shared surfaces

#### **🔄 End-of-Shift Checks**

 ☐ Turn off lights (if applicable)
 ☐ Secure all doors
 ☐ Note any maintenance or supply issues
 ☐ Ensure all cleaning tools are sanitized and stored properly

**Additional Notes / Issues to Report:**