### **✅ 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:**