

WEEKLY CLEANING RECORD				
BUILDING:			ARRIVAL TIME:	
WEEKLY:			DEPARTURE TIME:	
SERVICE DATE:			TOTAL TIME:	
ENTRANCE & LOBBY		PUBLIC & HANDICAP WASHROOMS		
☐	Sweep, mop or vacuum	☐	Sweep and mop floors	
☐	Clean entrance glass doors (inside & outside as needed)	☐	Wash toilet and sink	
☐	Wipe and disinfect door handles and push bars	☐	Clean mirrors and stainless-steel surfaces	
☐	Empty garbage and replace liners	☐	Empty garbage and replace liners	
☐	Straighten mats and check for tripping hazards	☐	Spot clean walls and door handles	
		☐	Check refill soap, toilet paper and towel dispensers	
HALLWAYS & STAIRWELLS		GARBAGE ROOM		
☐	Sweep, mop or vacuum	☐	Sweep and mop floors around garbage	
☐	Spot clean walls and doors (marks, fingerprints)	☐	Wipe bin lids, handles and doors	
☐	Dust railings, ledges and baseboards (as needed)	☐	Remove any loose debris from the floor	
ELEVATOR		GYM / FITNESS ROOM		
☐	Sweep and mop elevator floor	☐	Wipe down equipment and high-touch surfaces	
☐	Wipe elevator walls and doors (inside)	☐	Clean mirrors	
☐	Clean mirrors and stainless-steel surfaces	☐	Sweep/mop or vacuum floors	
☐	Disinfect elevator buttons (inside & hall call buttons)	☐	Empty garbage and replace liners	
PARTY / COMMUNITY ROOM		NOTES:		
☐	Wipe tables and counters		ENTRANCE & LOBBY	
☐	Sweep and mop floors		HALLWAYS & STAIRWELLS	
☐	Spot clean walls and door handles		ELEVATOR	
☐	Empty garbage and replace liners		PARTY / COMMUNITY ROOM	
NOTE THE TIME IT TAKES TO CLEAN EACH AREA				
ENTRANCE & LOBBY			PUBLIC & HANDICAP WASHROOMS	
HALLWAYS & STAIRWELLS			GARBAGE ROOM	
ELEVATOR			PARTY / COMMUNITY ROOM	
			GYM / FITNESS ROOM	