



PRINTABLE FACILITY TOOL

Commercial Cleaning Checklist

A practical daily, weekly, monthly and quarterly checklist for offices, medical practices, childcare centres, retail sites, strata common areas and other commercial facilities.

How to use it

Write the site details below, assign each task to the agreed frequency, and have the cleaner initial completed work. Keep the signed sheets with your cleaning records and log any defects before the next service.

Site / building		Service date	
Address		Shift	
Cleaner / team		Supervisor	
Access / alarm notes		Weather / event notes	

Before every shift

Safety and setup	Initial	Time	Notes
☐ Display wet-floor signs before mopping or treating a spill.			
☐ Use the product and dilution listed in the site chemical register.			
☐ Wear required PPE; never mix cleaning chemicals.			
☐ Keep keys, alarm codes and client information secure.			
☐ Report hazards, damage, sharps, leaks or pest activity immediately.			
☐ Do not handle clinical, hazardous or unknown waste outside the agreed scope.			

DAILY / EACH VISIT

Core commercial areas

Complete the tasks that form part of the agreed scope. Mark N/A in Notes where a task does not apply to this site.

Entry, reception and shared areas	Initial	Time	Notes
☐ Remove litter and spot-clean entrance glass, doors and handles			
☐ Vacuum or mop entry flooring; remove visible marks and debris			
☐ Dust and wipe reception desk, seating and reachable ledges			
☐ Disinfect high-touch points: handles, switches, rails and lift buttons			
☐ Straighten furniture and presentation material			

Workspaces and meeting rooms	Initial	Time	Notes
☐ Empty bins; replace liners where required and separate recycling			
☐ Wipe accessible desks and shared work surfaces within the agreed scope			
☐ Disinfect shared phones, touch screens and meeting-room controls			
☐ Vacuum carpet or mop hard floors, including under movable chairs			
☐ Spot-clean internal glass and remove fingerprints			

Kitchens and break areas	Initial	Time	Notes
☐ Clean and disinfect benches, tables, sinks, taps and splashbacks			
☐ Wipe appliance exteriors and remove food debris from microwave			
☐ Load or unload dishwasher only if included in the site scope			
☐ Empty waste and recycling; clean bin contact points			
☐ Mop floors with the correct food-area product			

DAILY / EACH VISIT

Amenities, floors and close-out

Bathrooms and amenities	Initial	Time	Notes
☐ Clean and disinfect toilets, urinals, seats and flush points			
☐ Clean basins, taps, mirrors, dispensers and surrounding surfaces			
☐ Refill toilet paper, hand towel and soap from client stock			
☐ Empty sanitary and general waste bins within the agreed scope			
☐ Mop floors from the cleanest area toward the exit			
☐ Check odour, leaks, blockages and consumable stock; report issues			

Floors and circulation	Initial	Time	Notes
☐ Vacuum carpet edges, walkways and high-traffic zones			
☐ Dust-mop or vacuum hard floors before damp mopping			
☐ Spot-clean spills and stains using the approved method			
☐ Clean stairs, landings, handrails and accessible skirting			
☐ Return furniture safely without blocking exits or access routes			

Close-out	Initial	Time	Notes
☐ Check all scheduled rooms against the scope before leaving			
☐ Remove waste to the nominated collection point			
☐ Clean, dry and store equipment; separate used cloths by colour system			
☐ Turn off lights and appliances only where the site procedure requires			
☐ Secure doors, keys and alarms and submit the shift record			

PROGRAMMED TASKS

Weekly and monthly schedule

Weekly detail clean	Initial	Time	Notes
☐ Dust skirting, window ledges, frames and low-level vents			
☐ Wipe chair bases, table legs and accessible furniture edges			
☐ Clean internal glass partitions and door glazing			
☐ Detail kitchen appliance interiors included in the scope			
☐ Descale sinks and taps where surface type permits			
☐ Vacuum upholstered seating and accessible carpet edges			
☐ Remove cobwebs and dust accessible high ledges			
☐ Clean bin interiors and surrounding waste-storage surfaces			

Monthly programmed work	Initial	Time	Notes
☐ Machine scrub or burnish hard floors where scheduled			
☐ Spot-clean walls, doors, frames and kick plates			
☐ Dust accessible blinds, diffusers, vents and light fittings			
☐ Deep-clean bathroom grout, partitions and floor edges			
☐ Inspect carpet for stains and record required extraction work			
☐ Clean high-touch points behind or beneath movable furniture			
☐ Review consumable levels and submit restock requirements			
☐ Supervisor completes a documented quality inspection			

PERIODIC AND SPECIALIST

Deep cleaning and site-specific controls

Quarterly / scheduled deep clean	Initial	Time	Notes
☐ Hot-water extract or encapsulation-clean carpet where approved			
☐ Strip and reseal resilient flooring where required			
☐ Deep-clean upholstery and fabric partitions			
☐ Clean external and high internal glass using approved access controls			
☐ High-dust accessible surfaces, pipes, beams and tops of partitions			
☐ Pressure-clean nominated exterior or loading areas			
☐ Detail-clean store rooms, plant access areas and low-use spaces			
☐ Review cleaning scope, risk controls and site access with client			

Facility-specific additions	Initial	Time	Notes
☐ Medical: follow the practice infection-control plan and zone-specific cloth system			
☐ Childcare: disinfect toys, sleep areas, change areas and high-touch play surfaces			
☐ Food premises: follow the site's food-safety plan; degrease only approved surfaces			
☐ Strata: inspect lifts, lobbies, bin rooms, car parks and common-area glass			
☐ Warehouse: isolate cleaning zones from vehicles and operating equipment			
☐ Gym: disinfect equipment contact points, change rooms and shared mats			

QUALITY CONTROL

Supervisor inspection and sign-off

Record defects clearly and assign corrective work. A completed checklist is useful only when exceptions are followed through.

Inspection point	Pass	Action required	Owner / due
Presentation and visible cleanliness	☐		
Bathrooms and consumables	☐		
Kitchen and waste areas	☐		
Floors, edges and corners	☐		
High-touch surface hygiene	☐		
Security and close-out	☐		
Equipment and chemical storage	☐		
Client requests completed	☐		

Cleaner signature		Date / time	
Supervisor signature		Date / time	
Client representative		Date / time	

Need a tailored scope?

Ever Clean Australia prepares site-specific cleaning schedules after a free assessment. Call 0485 017 800 or 0291 398 400, or visit evercleanaustralia.com.au/get-a-quote.