

Janitorial Cleaning Checklist

Practical cleaning business template • Customize fields before use

Brand customization: *This TidyOps-branded example shows a finished presentation. Replace the logo, colors, company details, and placeholders with your own brand before use.*

[YOUR COMPANY NAME]

[Phone Number]

[Email Address]

[Website]

FACILITY & SERVICE DETAILS

Client / Facility:

Service Address:

Service Date:

Cleaner / Crew:

Building Contact:

Service Frequency:

- ☐ Daily
- ☐ 5x Weekly
- ☐ 3x Weekly
- ☐ 2x Weekly
- ☐ Weekly
- ☐ Custom:

Service Window:

Cleanable Area: sq. ft.

Floors / Levels:

Facility Type:

- ☐ Office
- ☐ Retail
- ☐ School / Education
- ☐ Church / Religious Facility
- ☐ Community Facility
- ☐ Medical / Healthcare*
- ☐ Warehouse / Industrial
- ☐ Multi-Tenant Building
- ☐ Other:

*Specialized facilities may require additional training, procedures, products, or regulatory compliance beyond this general template.

ENTRANCES & LOBBIES

- ☐ Empty trash and replace liners
 - ☐ Remove litter and debris
 - ☐ Clean entrance doors
 - ☐ Clean door glass
 - ☐ Clean handles and push plates
 - ☐ Clean reception surfaces
 - ☐ Dust furniture and décor
 - ☐ Clean high-touch surfaces
 - ☐ Clean mirrors
 - ☐ Straighten furniture
 - ☐ Vacuum entry mats
 - ☐ Vacuum carpet
 - ☐ Sweep hard floors
 - ☐ Mop hard floors
 - ☐ Remove cobwebs
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OFFICES & WORK AREAS

- ☐ Empty trash
- ☐ Empty recycling
- ☐ Replace liners
- ☐ Dust accessible surfaces
- ☐ Wipe cleared work surfaces as authorized
- ☐ Clean shared worktables
- ☐ Clean high-touch surfaces
- ☐ Clean door handles
- ☐ Spot-clean doors
- ☐ Spot-clean interior glass
- ☐ Vacuum carpet
- ☐ Vacuum rugs
- ☐ Sweep hard floors
- ☐ Mop hard floors

Workstation Instructions

- ☐ Do not move documents
 - ☐ Do not move personal belongings
 - ☐ Clean desks only when cleared
 - ☐ Follow client-specific instructions
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RESTROOMS

- ☐ Place appropriate safety signage before wet cleaning
 - ☐ Empty trash
 - ☐ Replace liners
 - ☐ Empty sanitary receptacles where applicable
 - ☐ Clean and disinfect toilets
 - ☐ Clean and disinfect urinals
 - ☐ Clean toilet seats and exterior surfaces
 - ☐ Clean sinks and faucets
 - ☐ Clean countertops
 - ☐ Clean mirrors
 - ☐ Clean partitions
 - ☐ Clean dispensers
 - ☐ Clean door handles
 - ☐ Clean high-touch surfaces
 - ☐ Refill toilet tissue
 - ☐ Refill paper towels
 - ☐ Refill hand soap
 - ☐ Refill other client-provided consumables
 - ☐ Sweep floor
 - ☐ Mop floor
 - ☐ Report leaks, damage, or supply shortages
-

BREAK ROOMS / KITCHENETTES

- ☐ Empty trash and recycling
- ☐ Replace liners
- ☐ Clean countertops
- ☐ Clean sink and faucet
- ☐ Clean backsplash



- ☐ Wipe appliance exteriors
- ☐ Clean microwave interior
- ☐ Clean microwave exterior
- ☐ Wipe cabinet fronts
- ☐ Clean tables
- ☐ Wipe chairs
- ☐ Refill supplies if included
- ☐ Sweep / vacuum floor
- ☐ Mop floor

Food & Refrigerator Policy

- ☐ Do not remove food unless authorized
- ☐ Remove expired food according to client schedule
- ☐ Follow client-specific refrigerator procedure

CONFERENCE / MEETING ROOMS

- ☐ Empty trash
- ☐ Replace liners
- ☐ Clean tables
- ☐ Clean high-touch surfaces
- ☐ Clean permitted whiteboards
- ☐ Spot-clean glass
- ☐ Dust accessible surfaces
- ☐ Straighten chairs
- ☐ Vacuum carpet
- ☐ Sweep hard floors
- ☐ Mop hard floors

HALLWAYS & CORRIDORS

- ☐ Remove litter
- ☐ Empty trash receptacles
- ☐ Dust accessible ledges
- ☐ Clean high-touch surfaces
- ☐ Spot-clean doors
- ☐ Spot-clean walls where included
- ☐ Spot-clean interior glass



- ☐ Vacuum carpet
 - ☐ Sweep hard floors
 - ☐ Mop hard floors
 - ☐ Remove cobwebs
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ELEVATORS

- ☐ Remove trash and debris
 - ☐ Clean doors
 - ☐ Clean interior wall surfaces as appropriate
 - ☐ Clean control panel
 - ☐ Clean buttons
 - ☐ Clean handrails
 - ☐ Clean mirrors
 - ☐ Vacuum / sweep floor
 - ☐ Mop floor
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STAIRWELLS

- ☐ Remove trash and debris
 - ☐ Dust ledges
 - ☐ Clean doors and handles
 - ☐ Clean handrails
 - ☐ Remove cobwebs
 - ☐ Vacuum stairs
 - ☐ Sweep stairs
 - ☐ Mop hard-surface stairs
 - ☐ Report lighting or safety concerns
-

COMMON AREAS

- ☐ Empty trash
- ☐ Replace liners
- ☐ Dust accessible surfaces
- ☐ Clean tables
- ☐ Clean high-touch surfaces
- ☐ Straighten furniture



- ☐ Clean mirrors
- ☐ Vacuum carpet
- ☐ Vacuum rugs
- ☐ Sweep hard floors
- ☐ Mop hard floors

RETAIL / PUBLIC AREAS

Complete when applicable.

- ☐ Remove litter
- ☐ Empty trash
- ☐ Clean counters as authorized
- ☐ Clean high-touch surfaces
- ☐ Clean entrance glass
- ☐ Spot-clean display glass
- ☐ Dust accessible surfaces
- ☐ Clean fitting rooms
- ☐ Vacuum carpet
- ☐ Sweep hard floors
- ☐ Mop hard floors

WAREHOUSE / BACK-OF-HOUSE AREAS

Complete when included in the service agreement.

- ☐ Empty designated trash
- ☐ Remove loose litter
- ☐ Clean employee break areas
- ☐ Clean designated restrooms
- ☐ Clean office areas
- ☐ Sweep designated floors
- ☐ Clean high-touch surfaces
- ☐ Clean entry / exit areas
- ☐ Specialized industrial cleaning not included unless separately authorized

TRASH & RECYCLING

- ☐ Empty designated trash receptacles



- ☐ Replace liners
 - ☐ Empty recycling
 - ☐ Transport waste to designated location
 - ☐ Break down boxes if included
 - ☐ Clean visibly soiled receptacles
 - ☐ Secure dumpster / waste area as instructed
 - ☐ Follow facility waste-separation requirements
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FLOOR CARE

Carpet

- ☐ Vacuum traffic areas
- ☐ Vacuum edges as scheduled
- ☐ Spot-clean carpet if included
- ☐ Report significant stains
- ☐ Carpet extraction completed if scheduled

Hard Floors

- ☐ Sweep / dust mop
 - ☐ Damp mop
 - ☐ Wet mop where required
 - ☐ Spot-clean spills
 - ☐ Clean edges as scheduled
 - ☐ Burnish if scheduled
 - ☐ Scrub if scheduled
 - ☐ Strip / refinish if scheduled
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HIGH-TOUCH SURFACES

Clean according to the agreed service scope.

- ☐ Door handles
- ☐ Push plates
- ☐ Light switches
- ☐ Elevator buttons
- ☐ Handrails
- ☐ Shared counters
- ☐ Break-room surfaces

- ☐ Restroom fixtures
- ☐ Dispensers
- ☐ Other:

CONSUMABLE INVENTORY

Item	Adequate	Low	Out
Toilet tissue	☐	☐	☐
Paper towels	☐	☐	☐
Hand soap	☐	☐	☐
Trash liners	☐	☐	☐
Sanitary products	☐	☐	☐
Cleaning chemicals	☐	☐	☐
Other:	☐	☐	☐

Supplies Requiring Reorder

PERIODIC JANITORIAL TASKS

Task	Frequency	Completed
Detail baseboards		☐
Dust vents		☐
High dusting		☐
Interior windows		☐
Exterior entry glass		☐
Blinds		☐
Carpet extraction		☐
Floor scrubbing		☐
Floor burnishing		☐
Strip / refinish floors		☐
Upholstery cleaning		☐
Deep restroom cleaning		☐
Other:		☐

FACILITY-SPECIFIC TASKS

Area / Task	Frequency	Completed
		☐
		☐
		☐
		☐
		☐

ACCESS & SECURITY

Entry Method:

Alarm Procedure:

Key / Access Card Instructions:

Restricted Areas:

Lock-Up Procedure:

Security Check

- ☐ Keys / cards accounted for
- ☐ Restricted areas avoided
- ☐ Doors secured
- ☐ Windows checked as required
- ☐ Lights set as instructed
- ☐ Alarm set if required
- ☐ Facility locked according to procedure

FACILITY ISSUES

- ☐ No issues observed
- ☐ Plumbing leak
- ☐ Clogged fixture
- ☐ Broken dispenser
- ☐ Lighting issue
- ☐ Door / lock issue
- ☐ Flooring damage
- ☐ Broken glass
- ☐ Pest evidence
- ☐ Spill / contamination concern



- ☐ Low consumables
- ☐ Safety hazard
- ☐ Other:

Notes

-
- ☐ Client notified
-

QUALITY CONTROL INSPECTION

Area	Passed	Needs Attention	N/A
Entrances / Lobby	☐	☐	☐
Offices / Work Areas	☐	☐	☐
Restrooms	☐	☐	☐
Break Rooms	☐	☐	☐
Common Areas	☐	☐	☐
Hallways	☐	☐	☐
Elevators / Stairs	☐	☐	☐
Trash / Recycling	☐	☐	☐
Carpet	☐	☐	☐
Hard Floors	☐	☐	☐

COMPLETION

Cleaner / Crew Lead:

Start Time:

Completion Time:

Total Labor Hours:

Service Result:

- ☐ Complete
- ☐ Complete With Notes
- ☐ Follow-Up Required
- ☐ Reclean Required

Completion Notes

SUPERVISOR REVIEW

Reviewed By:

Date / Time:

Result:

- ☐ Passed
- ☐ Passed With Notes
- ☐ Corrective Action Required

Corrective Action / Notes

IMPORTANT SCOPE NOTE

A janitorial checklist should match the client's actual contract and facility requirements.

Clearly define which tasks occur every visit and which are daily, weekly, monthly, quarterly, or separately billed periodic services.

Do not assume that specialized floor care, window cleaning, hazardous-material cleanup, biohazard services, industrial cleaning, medical disinfection, or other specialized services are included in a general janitorial agreement.

SAFETY & FACILITY NOTE

Use appropriate signage and personal protective equipment when required.

Follow product labels, Safety Data Sheets, equipment instructions, company procedures, client facility rules, and applicable workplace requirements.

Some facilities—including healthcare, food-service, industrial, educational, and other regulated environments—may require specialized procedures, training, products, documentation, or regulatory compliance beyond this general template.

TEMPLATE CUSTOMIZATION NOTICE

Customize this checklist for each facility's scope of work, task frequencies, floor types, access requirements, consumable responsibilities, safety procedures, and quality standards.

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