

Post Construction 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.

POST-CONSTRUCTION CLEANING CHECKLIST

[YOUR COMPANY NAME]

[Phone Number]

[Email Address]

[Website]

PROJECT DETAILS

Client / Contractor:

Project Name:

Project Address:

Building / Unit:

Service Date:

Cleaner / Crew:

Project Type:

- ☐ New Construction
- ☐ Remodel / Renovation
- ☐ Tenant Improvement
- ☐ Residential
- ☐ Commercial
- ☐ Multi-Unit
- ☐ Other:

Approximate Cleanable Area: sq. ft.

Floors / Levels:

CLEANING PHASE

- ☐ Rough Clean
- ☐ Final Clean
- ☐ Touch-Up / Punch Clean

☐ Custom Phase:

SITE READINESS CHECK

Before work begins, confirm the site is ready for cleaning.

- ☐ Construction activity has stopped in assigned areas
- ☐ Major debris has been removed
- ☐ Flooring is installed
- ☐ Fixtures are installed
- ☐ Cabinets / millwork are installed
- ☐ Windows / glass are installed
- ☐ Utilities are available
- ☐ Water is available
- ☐ Adequate lighting is available
- ☐ HVAC status confirmed
- ☐ Access is safe
- ☐ Work areas are released for cleaning
- ☐ Required PPE identified
- ☐ Restricted areas identified
- ☐ Site contact confirmed

Site Notes

SAFETY & SITE CONDITIONS

- ☐ Required PPE worn
- ☐ Wet-floor / hazard signage available
- ☐ Electrical hazards checked
- ☐ Sharp objects / fasteners identified
- ☐ Construction materials kept clear
- ☐ Ladders / access equipment used safely
- ☐ Chemicals used according to label
- ☐ SDS information available where required
- ☐ Unsafe areas reported
- ☐ Hazardous materials not handled without authorization

ROUGH CLEAN

Complete when included.

- ☐ Remove loose construction debris
 - ☐ Remove packaging materials
 - ☐ Remove cardboard
 - ☐ Remove protective coverings where authorized
 - ☐ Sweep floors
 - ☐ Vacuum floors
 - ☐ Remove loose dust from surfaces
 - ☐ Clean obvious construction residue
 - ☐ Empty trash
 - ☐ Consolidate debris in approved location
 - ☐ Clean accessible window tracks
 - ☐ Clean cabinet interiors if installed
 - ☐ Remove loose labels / stickers where safe
 - ☐ Prepare surfaces for final clean
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FINAL CLEAN — KITCHENS / BREAK AREAS

- ☐ Remove construction dust from surfaces
- ☐ Clean countertops
- ☐ Clean backsplash
- ☐ Clean sink and faucet
- ☐ Clean cabinet fronts
- ☐ Clean inside cabinets
- ☐ Clean inside drawers
- ☐ Clean cabinet hardware
- ☐ Clean appliance exteriors
- ☐ Clean appliance interiors if included
- ☐ Remove manufacturer labels where authorized
- ☐ Clean walls / spot-clean as appropriate
- ☐ Clean doors and frames



- ☐ Clean switches and outlet covers
 - ☐ Clean light fixtures
 - ☐ Clean vents
 - ☐ Detail baseboards
 - ☐ Vacuum / sweep floors
 - ☐ Mop floors
 - ☐ Detail corners and edges
-

FINAL CLEAN — BATHROOMS

- ☐ Remove construction dust
 - ☐ Clean and disinfect toilet
 - ☐ Clean sinks and faucets
 - ☐ Clean countertops
 - ☐ Clean mirrors
 - ☐ Clean tubs
 - ☐ Clean showers
 - ☐ Clean shower glass
 - ☐ Clean fixtures
 - ☐ Clean cabinet fronts
 - ☐ Clean cabinet interiors
 - ☐ Clean drawer interiors
 - ☐ Remove labels / stickers where authorized
 - ☐ Clean doors and frames
 - ☐ Clean switches
 - ☐ Clean outlet covers
 - ☐ Clean light fixtures
 - ☐ Clean vents
 - ☐ Detail baseboards
 - ☐ Vacuum / sweep floors
 - ☐ Mop floors
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FINAL CLEAN — BEDROOMS / OFFICES / ROOMS

- ☐ Remove construction dust
- ☐ Dust all horizontal surfaces



- ☐ Clean shelves
- ☐ Clean closet interiors
- ☐ Clean built-ins
- ☐ Clean doors and frames
- ☐ Clean door hardware
- ☐ Clean switches
- ☐ Clean outlet covers
- ☐ Clean window sills
- ☐ Clean window tracks
- ☐ Clean interior glass where included
- ☐ Clean blinds / coverings if installed
- ☐ Clean light fixtures
- ☐ Clean vents
- ☐ Detail baseboards
- ☐ Vacuum carpet
- ☐ Vacuum edges
- ☐ Sweep hard floors
- ☐ Mop hard floors

FINAL CLEAN — LIVING / COMMON AREAS

- ☐ Remove construction dust
- ☐ Dust all accessible surfaces
- ☐ Clean built-ins
- ☐ Clean shelving
- ☐ Clean railings
- ☐ Clean doors and frames
- ☐ Clean door hardware
- ☐ Clean switches
- ☐ Clean outlet covers
- ☐ Clean window sills
- ☐ Clean window tracks
- ☐ Clean interior glass where included
- ☐ Clean fixtures
- ☐ Clean vents
- ☐ Detail baseboards
- ☐ Vacuum carpet

- ☐ Sweep hard floors
 - ☐ Mop hard floors
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WINDOWS & GLASS

Complete only when included in scope.

- ☐ Remove dust from frames
- ☐ Clean interior glass
- ☐ Clean exterior glass where accessible and included
- ☐ Clean window tracks
- ☐ Clean window sills
- ☐ Remove stickers / labels where authorized
- ☐ Remove adhesive residue where safe
- ☐ Clean mirrors
- ☐ Clean glass doors
- ☐ Clean interior partitions
- ☐ Detail edges and corners

Do not scrape specialty glass or coated surfaces unless approved tools and methods are specified.

CABINETS, MILLWORK & BUILT-INS

- ☐ Remove dust
 - ☐ Clean cabinet fronts
 - ☐ Clean inside cabinets
 - ☐ Clean drawers
 - ☐ Clean shelving
 - ☐ Clean hardware
 - ☐ Clean trim
 - ☐ Clean built-ins
 - ☐ Remove labels where authorized
 - ☐ Report damage or defects
-

WALLS, DOORS & TRIM

- ☐ Remove loose dust
- ☐ Spot-clean walls where appropriate



- ☐ Clean doors
 - ☐ Clean door frames
 - ☐ Clean door hardware
 - ☐ Clean trim
 - ☐ Clean baseboards
 - ☐ Clean handrails
 - ☐ Clean stair components
 - ☐ Report paint damage / defects
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LIGHTING, SWITCHES & ELECTRICAL SURFACES

- ☐ Dust light fixtures
 - ☐ Clean accessible fixture surfaces
 - ☐ Clean switches
 - ☐ Clean outlet covers
 - ☐ Clean control panels where permitted
 - ☐ Remove labels where authorized
 - ☐ Report damaged covers / fixtures
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HVAC & VENTS

- ☐ Dust vent covers
- ☐ Clean return-air grilles
- ☐ Clean register covers
- ☐ Remove visible dust around vents
- ☐ Report damaged / missing covers

Do not perform duct cleaning unless separately contracted and properly equipped.

FLOORS

Carpet

- ☐ Vacuum thoroughly
- ☐ Vacuum edges
- ☐ Remove loose debris
- ☐ Spot-clean as included



- ☐ Carpet extraction if separately included
- ☐ Report stains / damage

Hard Floors

- ☐ Remove loose debris
- ☐ Vacuum / sweep
- ☐ Remove safe-to-remove residue
- ☐ Damp mop
- ☐ Detail edges and corners
- ☐ Clean thresholds
- ☐ Remove protective film where authorized
- ☐ Report scratches / damage

Specialty Flooring

- ☐ Follow manufacturer / client instructions
- ☐ Use approved products only
- ☐ Report uncertainty before cleaning

STAIRS & RAILINGS

- ☐ Remove construction dust
- ☐ Clean handrails
- ☐ Clean balusters
- ☐ Clean stair treads
- ☐ Clean risers where included
- ☐ Detail corners
- ☐ Vacuum / sweep
- ☐ Mop hard surfaces
- ☐ Remove debris

CLOSETS & STORAGE AREAS

- ☐ Remove dust
- ☐ Clean shelves
- ☐ Clean rods
- ☐ Clean doors
- ☐ Clean hardware
- ☐ Detail baseboards



- ☐ Vacuum / sweep floors
- ☐ Mop hard floors

EXTERIOR / ENTRY AREAS

Complete only when included.

- ☐ Sweep entrances
- ☐ Clean exterior entry doors
- ☐ Clean entry glass
- ☐ Remove light construction debris
- ☐ Sweep patios / balconies
- ☐ Clean accessible railings
- ☐ Remove cobwebs
- ☐ Other:

LABELS, STICKERS & ADHESIVE

- ☐ Appliance labels removed where authorized
- ☐ Window labels removed where authorized
- ☐ Fixture labels removed where authorized
- ☐ Cabinet / millwork labels removed where authorized
- ☐ Adhesive residue removed using approved method
- ☐ Surface compatibility confirmed first

Do not use blades, scrapers, solvents, or abrasives on unknown or delicate surfaces without approval.

CONSTRUCTION DUST DETAIL

- ☐ Horizontal ledges
- ☐ Window sills
- ☐ Door tops
- ☐ Cabinet tops
- ☐ Shelving
- ☐ Trim
- ☐ Baseboards
- ☐ Fixtures
- ☐ Vents

- ☐ Railings
 - ☐ Built-ins
 - ☐ Corners and edges
 - ☐ Other:
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TOUCH-UP / PUNCH CLEAN

Complete after trades or inspections where included.

- ☐ Remove new dust
 - ☐ Remove fingerprints
 - ☐ Spot-clean glass
 - ☐ Touch up floors
 - ☐ Reclean restrooms
 - ☐ Reclean kitchen / break area
 - ☐ Wipe fixtures
 - ☐ Wipe doors / hardware
 - ☐ Remove new debris
 - ☐ Recheck windows
 - ☐ Recheck cabinets
 - ☐ Recheck baseboards
 - ☐ Recheck high-touch surfaces
 - ☐ Final vacuum
 - ☐ Final mop
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DEFECTS / DAMAGE / INCOMPLETE WORK

Cleaning teams should document observed issues rather than attempting unauthorized repairs.

- ☐ None observed
- ☐ Paint defect
- ☐ Flooring damage
- ☐ Broken glass
- ☐ Cabinet / millwork damage
- ☐ Fixture damage
- ☐ Plumbing issue
- ☐ Electrical issue
- ☐ Missing trim / hardware



- ☐ Adhesive / residue not safely removable
- ☐ Construction work incomplete
- ☐ Other:

Location / Notes

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- ☐ Photos taken
 - ☐ Site contact notified
-

FINAL INSPECTION

Area	Passed	Needs Attention	N/A
Kitchen / Break Areas	☐	☐	☐
Bathrooms	☐	☐	☐
Rooms / Offices	☐	☐	☐
Common Areas	☐	☐	☐
Windows / Glass	☐	☐	☐
Cabinets / Millwork	☐	☐	☐
Walls / Doors / Trim	☐	☐	☐
Fixtures / Vents	☐	☐	☐
Floors	☐	☐	☐
Stairs / Railings	☐	☐	☐
Entry Areas	☐	☐	☐

FINAL SITE CHECK

- ☐ Assigned scope completed
- ☐ Construction dust removed
- ☐ Debris placed in approved location
- ☐ Tools and supplies removed
- ☐ Equipment removed
- ☐ Floors complete
- ☐ Glass complete
- ☐ Labels handled according to scope
- ☐ Issues documented



- ☐ Photos completed if required
 - ☐ Site contact notified of completion
 - ☐ Property secured as instructed
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COMPLETION

Crew Lead:

Start Time:

Completion Time:

Total Labor Hours:

Cleaning Phase:

Result:

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

Completion Notes

CONTRACTOR / CLIENT REVIEW

Reviewed By:

Company:

Date / Time:

Result:

- ☐ Accepted
- ☐ Accepted With Punch Items
- ☐ Follow-Up Required

Punch Items / Notes

SCOPE NOTE

Post-construction cleaning should be quoted from a clearly defined scope.



Confirm responsibility for rough cleaning, final cleaning, touch-up cleaning, construction debris, windows, adhesive removal, appliance interiors, floor care, exterior areas, and disposal before work begins.

Repeated dust caused by ongoing construction or trade activity may require additional cleaning.

SAFETY NOTE

Construction sites can contain sharp debris, unfinished electrical systems, elevated work areas, silica-containing dust, chemicals, adhesives, solvents, and other hazards.

Do not perform work outside your company's training, equipment, insurance, or authorization.

Follow site safety rules, product labels, equipment instructions, applicable occupational-safety requirements, and instructions from the general contractor or site manager.

Hazardous-material remediation and specialized construction hazards are outside the scope of this general template.

TEMPLATE CUSTOMIZATION NOTICE

Customize this checklist for the project's construction phase, surfaces, contract scope, site rules, and client requirements.

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