Deep Cleaning Checklist

All Areas

- Dust and clean all high surfaces (ceiling corners, light fixtures, tops of cabinets).
- Vacuum and shampoo carpets; treat stains.
- Strip and wax hard floors, if applicable.
- Spot-clean interior walls and doors.
- Disinfect light switches, door handles, and high-touch points.
- Wash interior windows.
- Polish wood and metal surfaces.
- Upholstery cleaning of council room chairs as needed.
- Cleaning of any evident rodent droppings/bat guano.

Offices & Workstations

- Wipe down all electronics (monitors, phones, keyboards) with safe disinfectant.
- Clean under desks, behind furniture, and in corners.
- Remove dust from chair wheels and bases.
- Sanitize filing cabinet handles.

Kitchen & Break Rooms

- Clean and sanitize refrigerator.
- Degrease and clean microwave, toaster ovens, and coffee machines.
- Wash walls and backsplashes.
- Sanitize all handles and fixtures.

Restrooms

- Deep scrub toilets, urinals, and sinks with disinfectant.
- Remove scale and buildup from faucets and fixtures.
- Scrub and sanitize floors.
- Clean walls thoroughly.
- Polish mirrors and stainless-steel surfaces.
- Disinfect stall doors and partitions.
- Clean under sinks and behind toilets.