

[Your Logo]

JANITORIAL CLEANING CHECKLIST

Facility: [Facility Name]

Date: [Date]

Completed By: [Cleaner Name]

Supervisor: [Supervisor Name]

DAILY CLEANING TASKS

Entrance & Lobby Areas

Task	Completed	Notes/Issues
Empty and clean trash receptacles	<input type="checkbox"/>	
Vacuum entrance mats and carpeted areas	<input type="checkbox"/>	
Sweep and mop hard floors	<input type="checkbox"/>	
Clean glass doors and windows (fingerprints and smudges)	<input type="checkbox"/>	
Dust horizontal surfaces (reception desk, tables)	<input type="checkbox"/>	
Sanitize door handles and light switches	<input type="checkbox"/>	
Clean water fountains	<input type="checkbox"/>	
Arrange furniture neatly	<input type="checkbox"/>	
Check and replace burned-out lights (report to maintenance)	<input type="checkbox"/>	
Remove cobwebs	<input type="checkbox"/>	

Janitorial Cleaning Checklist

Wenbin Ji

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name bar.

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