

OFFICE CLEANING CHECKLIST



	Daily	Weekly	Monthly	Quarterly	Annually	INSPECTION		
						GOOD	FAIR	POOR

OFFICES

Vacuum all carpeted flooring	✓							
Sweep and wash all hard surface flooring	✓							
Spot clean all interior glass	✓							
Clean and sanitize open desk surfaces	✓							
Clean and sanitize keyboard, mouse and telephone	✓							
Dust computer monitors		✓						
Spot clean walls	✓							
Clean and sanitize all touch points	✓							
Dust all horizontal surfaces, up to 6 ft	✓							
Dust all horizontal surfaces, up to 12 ft			✓					
Empty and reline waste receptacles	✓							
Spot clean receptacles inside and out	✓							
Recycle paper waste	✓							
Detail floor edges, corners and under desk		✓						
Vacuum all upholstered furniture			✓					
Dust all vertical surfaces			✓					
Dust window coverings				✓				
Detail topside and underneath of office chair mats				✓				
Detail all walls				✓				
Detail all glass				✓				
Detail between furniture and wall					✓			

WASHROOMS

Sweep and wash all hard surface flooring	✓							
Clean and disinfect all toilets and urinals	✓							
Remove uric acid on porcelain	✓							
Clean and disinfect all sinks, faucets and counters	✓							
Remove all lime scale	✓							
Clean and disinfect all door handles and light switches	✓							
Clean all mirrors	✓							
Polish all bright work	✓							
Spot clean cabinetry and shelves	✓							
Spot clean all walls and partitions	✓							
Replenish all consumables	✓							
Spot clean all walls and partitions	✓							
Dust all horizontal surfaces, up to 6 ft	✓							
Dust all horizontal surfaces, up to 12 ft			✓					
Remove all graffiti from walls and partitions	✓							
Empty and reline waste receptacles	✓							
Clean and sanitize waste receptacles inside and out	✓							
Dust all ceiling air vents			✓					
Detail floor edges, corners and behind toilets		✓						

Building Janitorial Checklist

United States. Education Office

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the 'United States. Education Office' text.

Building Janitorial Checklist:

Building Facade Maintenance, Repair, and Inspection Jeffrey L. Erdly, Thomas A. Schwartz, 2004 Combined with ASTM Standard Practice for Periodic Inspection of Building Facades for Unsafe Conditions E 2270 this new publication provides a rational guide for building owners and governing authorities to help ensure the safety of our aging building infrastructure Twenty four peer reviewed papers written by experts who bring first hand knowledge and experience to this work cover facade ordinances historic buildings data collection techniques and repair techniques **Building Maintenance** Brian J.B. Wood, 2009-09-28 Maintaining a building is expensive it costs many times more to run a building over its lifetime than to build it yet maintenance is often not accorded the priority it warrants A poorly maintained building will be a drain on resources and will impair building use whereas a well maintained building will function smoothly and represent an appreciating asset to its owners Building Maintenance is a core text on the technical aspects of maintenance for undergraduate degree students on built environment courses particularly building surveying and facilities management It addresses the who what where when how and why of maintenance activities and shows that maintenance should be considered seriously at the design stage Extensive case studies illustrate what can go wrong how to put matters right and how to get it right first time next time A professional approach is required to building maintenance By encouraging maintenance managers to stand back and take a strategic view of building maintenance alongside their day to day tasks this book will help practitioners and students to achieve that Hvac maintenance Quick reference checklist, toolkit Charles Nehme, The world of HVAC is constantly evolving with new technologies and energy efficiency standards emerging at a rapid pace This HVAC Maintenance Quick Reference Checklist Toolkit is designed to be your indispensable guide through the complexities of modern heating ventilation and air conditioning systems It s a hands on manual built not just for reading but for doing Our goal is to provide a comprehensive yet easy to use resource that distills decades of practical experience into actionable checklists By focusing on systematic maintenance and troubleshooting this book aims to help you ensure optimal system performance enhance safety and extend the lifespan of valuable equipment Whether you re a seasoned professional or just starting your journey in the field this toolkit is meant to be a constant companion helping you tackle any challenge with confidence and precision *Checklists for Public Library Managers* Jay Wozny, 1989 Collects in one volume concise summaries for over 75 basic assignments likely to face librarians at all management levels **School Plant Management Series, School Building Maintenance Procedures** United States. Education Office, 1964 **Building Maintenance Management** Barrie Chanter, Peter Swallow, 2008-04-15 This new edition of an informative and accessible book guides building surveyors and facilities managers through the key aspects of property maintenance and continues to be of value to both students and practitioners With the increasing cost of new build effective maintenance of existing building stock is becoming ever more important and building maintenance work now represents nearly half of total construction output in the

UK Building Maintenance Management provides a comprehensive profile of the many aspects of property maintenance This second edition has been updated throughout with sections on outsourcing maintenance planning benchmarking and KPIs and current trends in procurement routes including partnering and the growth of PFI integrated into the text There is also a new chapter on the changing context within which maintenance is carried out largely concerned with its relationship to facilities management More coverage is given of maintenance organisations and there are major updates to relevant aspects of health and safety and to contract forms

School Building Maintenance Procedures Ralph Newell Finchum,1964 *Good School Maintenance* Illinois Association of School Boards, Springfield,1996 This manual published by the Illinois Association of School Boards was designed to be used as a teaching tool and reference source for overseeing effective school maintenance Section 1 describes the basics of good school maintenance including managing the program using computers controlling energy costs ensuring safe practices designing buildings for efficient maintenance and being informed about environmental issues Section 2 details guidelines for operating cleaning and general building services such as custodial operations area cleaning programs and equipment and supplies A custodian s glossary is included The third section provides guidelines for building maintenance specifically caring for the exterior and roof Procedures for maintaining school grounds are detailed in the fourth section The fifth section describes the maintenance of mechanical equipment including heating and air conditioning systems sanitary systems and fixtures sewage treatment plants and electrical systems A management tools appendix contains a list of environmental resources sections on cleaning and general building services grounds maintenance and mechanical equipment and annual inspection checklists LMI

Buildings for Mission Walter Nigel,2015-09-29 A money saving handbook for all who care for and maintain church buildings this practical and comprehensive guide provides expert advice from a leading church architect and an experienced heritage buildings specialist They also show how church buildings can be tools for contemporary mission packed with potential for community engagement *Maintaining Historic Buildings* ,1990

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