

Building cleaning checklist

Daily tasks

- Daily cleaning checklist
- Some rooms, such as kitchens and bathrooms, require more attention than others. Various cleaning tasks should be carried out daily or at least several times a week. These include, among others:
 - Vacuuming or mopping smooth floors
 - Vacuuming carpets and, if necessary, removing stains
 - Wiping down desks and other tables
 - Cleaning and disinfecting high-touch surfaces (light switches, door handles, etc.).
 - Dusting cupboards, shelves and window sills
 - Cleaning and sorting dishes in kitchens and staff rooms
 - Wiping work surfaces and counters with a damp cloth
 - Thoroughly cleaning and disinfecting toilets, urinals and sinks in washrooms
 - Wiping sanitary surfaces with a damp cloth
 - Cleaning fixtures
 - Changing towels
 - Refilling hygienic products such as toilet paper
 - Emptying trash cans
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Weekly tasks

- Cleaning upholstered furniture
- Vacuuming carpets in rarely used areas
- Deep-cleaning of sensitive surfaces – e.g. shower cubicles – in washrooms
- Cleaning glass surfaces
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Monthly tasks

- Cleaning kitchen appliances, including cleaning the interior of refrigerators, microwaves and stoves
- Cleaning skylights and similar glass surfaces
- Cleaning lamps
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NEXARO

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Seasonal tasks

- Window cleaning throughout the building
- Cleaning – and, if necessary, replacing – floor mats
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