



OFFICE ROUTINE MAINTENANCE CHECKLISTS

EMPLOYEE: _____ DATE: _____

PPE Gloves Facemask Eye Protection

CHEMICALS

OFFICES / HALLWAYS / LOBBIES / CONFERENCE ROOMS

- Neutral Floor Cleaner
- Disinfectant Spray Cleaner
- Glass & Window Cleaner
- Multi-Surface Cleaner
- Furniture Polish

RESTROOMS

- Bio-Enzymatic Restroom Cleaner
- Restroom Disinfectant Cleaner
- Neutral Disinfectant Floor Cleaner
- Bowl Cleaner
- Malodor Counteractant
- Glass & Window Cleaner
- Creme Cleanser

BREAK ROOMS

- Neutral Floor Cleaner
- Disinfectant Spray Cleaner
- Glass & Window Cleaner
- Multi-Surface Cleaner
- Food Surface Sanitizer
- Spray & Wipe Degreaser Cleaner

EQUIPMENT / SUPPLIES

OFFICES / HALLWAYS / LOBBIES / CONFERENCE ROOMS

- Dust Mop, Broom & Dust Pan
- CAUTION Wet Floor Signs
- Mop & Bucket with Wringer
- Microfiber Cleaning Cloths
- Putty Knife
- Vacuum Cleaner & Extra Vacuum Bags
- Trash Receptacle Liners
- Hand Sanitizer

BREAK ROOMS

- Dust Mop, Broom & Dust Pan
- CAUTION Wet Floor Signs
- Mop & Bucket with Wringer
- Microfiber Cleaning Cloths
- Putty Knife
- Trash Receptacle Liners
- Hand Soap
- Hand Sanitizer
- Paper Towels
- Napkins
- Coffee & Coffee Filters or K-Cup® Pods
- Manual Dishwash Detergent

RESTROOMS

- Broom & Dust Pan
- CAUTION Wet Floor Signs
- Mop & Bucket with Wringer
- Microfiber Cleaning Cloths
- Toilet Brush or Swab
- Trash Receptacle Liners
- Toilet Paper & Paper Towels
- Hand Soap



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