

## **Commercial Space Clean Inclusion List**

Inclusion lists are flexible and can be adjusted and tailored to specific property needs.

### **Entry Space**

- Clean door frame and wipe down door
- Empty and wipe trash bins and replace the liners
- Wipe and disinfect surfaces
- Power points and light switches cleaned
- Ceiling fans cleaned
- Light fittings cleaned
- Vacuum and mop floor
- Internal cob web removal
- Skirting, cornices dusted and wiped
- Dust and disinfect computers, monitors, printers, keyboards, and other electronic equipment
- Vacuum and clean of internal window tracks
- Clean all glass surfaces
- Clean inside and outside of sliding doors including tracks and sills
- Collect and return any office kitchenware to the kitchen like mugs, plates, and utensils

### **Break/Kitchen Areas**

- Wipe and disinfect surfaces
- Cleaning of drawers and shelves
- Wipe and disinfect the shelves, interior, and exterior of the refrigerator
- Cabinets cleaned inside and out
- Cupboards cleaned inside and out
- Bench tops cleaned
- Light fittings dusted and cleaned
- Splashbacks cleaned
- Sinks and taps cleaned
- Empty and wipe trash bins and replace the liners
- Floor vacuumed and mopped
- Doors and frames cleaned

## **Bathrooms & Toilets**

- Empty the sanitary napkin dispensers and trashcans
- Mould cleaned
- Clean and disinfect the toilet bowl
- Toilets scrubbed including base and behind
- Disinfect sinks hand dryers or paper towel dispensers
- Floors vacuumed and mopped
- Ceiling/exhaust fan cleaned
- Light switches cleaned
- Wipe down the mirrors
- Tiles and fittings cleaned