

# Cascade Cleaning Services — Cleaning Checklist

This checklist reflects our standard recurring commercial cleaning scope. Your written scope of work may be customised based on your specific facility and needs.

**Note:** This is our published standard. San Diego businesses deserve to know exactly what's covered on every visit — and we hold ourselves to this documented standard.

## Restrooms

- Toilets cleaned and disinfected inside and out
- Sinks and counters cleaned and disinfected
- Mirrors cleaned streak-free
- Floors swept and mopped
- Supplies restocked (soap, paper towels, toilet paper)
- High-touch surfaces disinfected
- Trash emptied and liner replaced

## Trash & Recycling

- All bins emptied throughout the facility
- Liners replaced in all bins
- Recycling sorted and removed
- Bins returned to correct locations

## Floors

- Hard floors swept and mopped
- Carpeted areas vacuumed
- Entry mats cleaned
- Spot-cleaning of stains and spills

## Common Areas

- Surfaces and tabletops dusted and wiped
- High-touch areas disinfected (light switches, door handles)
- Chairs and seating wiped down
- General tidying of shared spaces

## Breakrooms

- Counters and work surfaces wiped and disinfected
- Sink cleaned and sanitised
- Appliance exteriors wiped (microwave, refrigerator, coffee machine)
- Trash emptied and liner replaced
- Floor swept and mopped

## Lobbies & Entrances

- Floor cleaned and polished
- Glass doors and sidelights cleaned streak-free
- Reception desk and surfaces wiped
- Entry area tidied and presentable

## Offices

- Desks dusted (cleared surfaces only)
- Floors vacuumed or swept and mopped
- Trash emptied and liner replaced
- Window sills and ledges dusted