

Public Area Cleaning Checklist

Date: _____ Shift: _____

Area Inspected

Area	Task	Completed	Remarks
Lobby	Sweep and mop floor	â˜	
Lobby	Dust furniture and fixtures	â˜	
Public Restrooms	Clean and disinfect basins, mirrors, and toilets	â˜	
Public Restrooms	Refill soap and paper towels	â˜	
Corridors	Vacuum or mop floors	â˜	
Elevator	Clean buttons, walls, and floor	â˜	
Staircase	Sweep and mop steps and landings	â˜	
Entrances	Clean glass doors and handles	â˜	
Other (Specify)		â˜	

Notes:

Cleaned By:
