

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:

Inspected By: