



## Office Sanitization and Deep Cleaning Checklist

### Sanitization Checklist

Ensure all technicians are wearing proper protection

Disinfect Equipment and Personnel Before Service

Display signage Area is Closed off for Cleaning

*Facility Interior: Sanitize All Surfaces up to 8 Feet*

- Walls
- Fixtures
- Displays
- Doors
- Fixtures
- Restrooms
- Floors
- Shopping Carts, Corals

*Clean Wipe Touch Surfaces:*

- Doors and Handles
- Touch Surfaces
- Windows
- Desk Areas
- Checkout Lanes

*Dispose of Garbage*

*Remove Signage*

*Checkout*

## Sanitization Deep Cleaning Checklist

### *Pre-Treat Heavy Soil Buildup:*

- Walls
- Floors
- Fixtures

### *Clean Wipe All Surfaces up to 8FT:*

- Walls
- Floors
- Furniture/ Light Desk Area
- Windows
- Décor
- Restrooms

### *Pre-treat Floor:*

- Carpet
- Epoxy
- Tile

### *Multi Surface Floor Deep Cleaning*

- Machines Scrubb
- Squeegee Vac
- Steam Clean Carpets
- Upholstery Cleaning
- Carpet Cleaning

### *Mop Floor with Sanitizer*

### *Checkout*

- Assess Cleaning
- Bag Garbage and Dispose
- Secure Location
- Contact Customer