Brentwood City Hall Daily Cleaning Checklist		
Date:	**Staff Initials:**	
ENTRANCES/LOBBY/OFFICE AREAS		
Walk through facility while unlocking doors each morning-check for trash/things out of place (including in elevator and stairwells)		
Remove trash and recycling in all City Hall trash receptacles - **(in office area 1st)**		
Vacuum all mats		
Dust all horizontal surfaces, including ledges, countertops and furniture throughout hallways and lobby areas		
Wipe down hard surfaces, door knobs, and railings with disinfectant		
Remove any cobwebs from entry ways and immediate surrounding areas; start from the ceiling and work your way down to baseboards		
Remove fingerprints and marks from around light switches and door frames		
Spot clean glass on doors and all windows that have fingerprints/smudges		
Clean glass windows at the City Clerk's Office, the City Administrator's Conference room, the Conference Room next to the Mayor's Office		
Spot clean walls		
Take all trash out to the dumpster		
Walk parking lot to pick up any trash/debris		
Sanitize drinking fountain		
Clean break room (coffee pot, counter, etc..) and water filter machines in Finance Hallway and City Hall conference room **(in office area 1st)**		
Ensure all flyer/newspaper racks are organized		
Ensure paper is stocked in copy room		
WOMEN'S RESTROOMS (in office area 1st)	**Finance Hallway**	**Public Hallway**
Knock before entering and announce "Maintenance" to ensure restroom is empty		
Wipe down all hard surfaces (including railings, dispensers, etc…)		
Clean and disinfect toilet (spray disinfectant on entire toilet, use toilet bowl brush to scrub interior and then wipe down the exterior. Wipe seat dry and leave up. Flush toilet)		
Clean and sanitize sinks		
Clean mirror (dust top of mirror also)		
Stock toilet paper, paper towels and hand soap		
Sweep and then mop/disinfect restroom floor (put up "wet floor" sign		
Empty trash bins, including stall bins, and replace bin liners		
MEN'S RESTROOMS (in office area 1st)	**Finance Hallway**	**Public Hallway**
Knock before entering and announce "Maintenance" to ensure restroom is empty		
Wipe down all hard surfaces (including railings, dispensers, etc…)		
Clean and disinfect toilets and urinals (spray disinfectant on entire toilet/urinal, use toilet bowl brush to scrub interior and then wipe down the exterior. Wipe seat dry and leave up. Flush toilet)		
Clean and sanitize sinks		
Clean mirror (dust top of mirror also)		
Stock toilet paper, paper towels and hand soap		
Sweep and then mop/disinfect restroom floor (put up "wet floor" sign		
Empty trash bins, including stall bins, and replace bin liners		

WEEKLY CLEANING AND MAINTENANCE TASKS	**MONDAY**	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
Vacuum council chambers and conference room	**X**				
Mop tile/hard surface floors	**X**				
Dust/wipe down tables, podiums, stands in Council Chambers	**X**				
Clean all chairs in Council Chambers	**X**				
Sweep all hard floors-vacuum along baseboards		**X**			
Vacuum/Dust all air vents, light fixtures, high corners, etc…		**X**			
Dust blinds throughout facility		**X**			
Check supplies—report low quantities to Supervisor		**X**			
Clean all glass inside and out with squeegee (specify which glass)			**X**		
Ensure maintenance closet is clean/organized			**X**		
Dust office equipment (copiers, fax machines, lamps, etc…)			**X**		
Disinfect telephones, light switches, handles, and other highly touched areas			**X**		
Walk facility and replace any light bulbs that are out				**X**	
Check tables and chairs to ensure all are stable and in good condition				**X**	
Vacuum Mayor's office and any other office space that has not been vacuumed for the week				**X**	
Clean fridge and microwave					**X**
Clean elevator and stairwell					**X**
MONTHLY CLEANING AND MAINTENANCE TASKS	**1st Week**	**2nd Week**	**3rd Week**	**4th Week**	
Shampoo Carpets					
Scrub tile/hard floors (deep clean)		**X**			
Check filter/bag on vacuum-change if needed			**X**		
Wipe/spray down trash cans				**X**	
SPECIAL PROJECTS					
Scrub down walls in all restrooms					
Scrub baseboards throughout City Hall					

**Always wear appropriate gloves/protective equipment when cleaning.*