

# Facility Manager's Cleaning and Maintenance Checklist



As a facility manager for a commercial building, it's easy to feel overwhelmed when regular cleaning and maintenance tasks accumulate. When tenants' everyday happiness, health, and safety is reliant on you, your first course of action may be to anxiously clutch at the mop bucket. But fret not: we've listed the top areas in your office that need regular cleaning and maintenance, and made this helpful checklist that highlights key areas harboring harmful bacteria that could use your extra attention. Use this list the next time you have an office cleaning day to make sure you keep on top of the cleaning and maintenance duties for your commercial property.



## Main Office Area

**Key areas: Take extra care to sanitize bacteria hotspots like keyboards and computer mice.**

- ☐ Dust hard surfaces, including desks and file cabinets.
- ☐ Clean and sanitize all surfaces including desks, cabinets, keyboards, phones, and computer mice.
- ☐ Empty and reline trash cans.
- ☐ Wipe down chairs.
- ☐ Clean windows and window sills.
- ☐ Dust frames and wall hangings.
- ☐ Tidy personal area.

## Assess Electrical and Fire Safety

- ☐ Examine emergency sprinklers to determine any structural damage or wear.
- ☐ Review fire safety protocol to make sure plans are up-to-date.

## Elevator Safety

- ☐ If your building has an elevator, review inspection schedule to make sure you're aware and ahead of maintenance appointments.

## Facility Exterior

**Key areas: Focus on walkways. Collect litter and debris and check for tripping hazards; loose stones or cracks in pavement will need immediate attention.**

- ☐ Examine walkways for potential hazards. Cracks or loose stones in the pavement could be dangerous to employees and guests.

- ☐ Clear walkways and surrounding area of debris, including litter and leaves.
- ☐ Make a note of any low-hanging branches or overgrown shrubs that need trimming.
- ☐ Check your maintenance schedule for roof inspections. A periodic visual survey to check for moisture and debris is especially necessary before or after storm seasons.
- ☐ Check maintenance schedule to see if power washing is scheduled. Pavement in parking garages should be cleaned at least twice a year.

### **Lighting**

- ☐ Check for expired bulbs and schedule maintenance.
- ☐ Dust light fixtures.

### **Air Conditioning Vent Check**

- ☐ Examine filters to determine if they should be replaced. Filters should be replaced regularly, depending on wear, every 1-6 months.
- ☐ Check air vents and examine for mold or dust and clean accordingly. If these pollutants are present, the contaminants are entering your building's air supply and could mean your ducts and evaporator and condenser coils are due for a cleaning.

### **Restroom**

**Key areas: Make sure to sanitize sink spout handles and door handles on either side of restroom door.**

- ☐ Clean and disinfect all surfaces, including sinks, mirrors, countertops, and soap, toilet seat cover, and toilet paper dispensers.
- ☐ Clean and disinfect toilets.
- ☐ Examine caulking for repairs.
- ☐ Examine for any loose tiles or cracks that need repair.
- ☐ Refill paper products and soap dispensers. Check supply inventory.
- ☐ Test toilets and drain systems to make sure they're in working order.
- ☐ Empty and reline trash cans.
- ☐ Sweep and mop floor.

### **Carpets**

- ☐ Vacuum and shampoo if necessary. Depending on your business, carpets should be cleaned every 4-6 months to get rid of contaminants that could be breaking-down carpet fibers, creating stale odors, and dulling the overall appearance.

### **Cobwebs**

- ☐ Examine high up, hard-to-reach areas for cobwebs to dust and clean accordingly.

### **Kitchen/Break Room**

**Key areas: Focus on sanitizing handles (including door), spouts, and vending machine or water fountain buttons that are touched by employees throughout the day.**

- ☐ Clean and disinfect all surfaces, including tabletops, sink area, inside and outside microwave and refrigerator, and water-cooler and vending machines.

- ☐ Wipe down chairs.
- ☐ Toss old and forgotten food from the fridge and clean inside and out.
- ☐ Empty and reline trash cans.
- ☐ Sweep and mop floors.

Once you've checked-off all the tasks that apply and focused on the key areas mentioned in a few of the sections , you can rest assured that your commercial building is clean, healthy, and safe for your tenants and guests. A thorough cleaning and maintenance of your building is your best defense against illnesses and safety hazards. Consult this list regularly and stay ahead of scheduled cleaning and maintenance to ensure your building remains sound and healthy.

This checklist was brought to you by Calico Building Services. At Calico, we offer commercial janitorial, maintenance, and construction services to a wide array of properties that include office buildings and financial facilities, retail and hospitality centers, multi-unit properties, and educational and religious institutions. Our expertly-trained cleaning and maintenance teams will strive to ensure the safety and health of your commercial building, employees, and guests. Be proactive and request a proposal from Calico today and let us take care of the details for you.

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Our core service areas delivered through the company's three divisions include janitorial, repairs and maintenance as well as construction. With our relentless customer-centric commitment to quality and service, we serve: national retailers, banks, building owners, universities, medical facilities, government municipalities and facilities managers. Our numerous customers range from regional success stories to Fortune 500 companies.

We are proud to offer one of the most comprehensive and unique portfolio of services in the industry. From day one, personalization and offering mission-critical solutions to our valued customers has been our top priority. Depending on our customers' needs and requirements, we can deliver our services as a self-performing company or we can deploy a network of Calico certified vendors and suppliers through effective project management. Whether they are fellow team members or certified vendors, we only hire the best and most qualified service personnel and technicians. Each of our divisions are managed and staffed by highly trained and experienced professionals in their respective fields.

There are many reasons why so many companies nationwide rely on Calico Building Services, Inc. for all their building, facility and property services. At the core, and the key differentiator, are our people and their constant commitment to excellence and unparalleled service.

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