



PREVENTIVE MAINTENANCE JANITORIAL CHECKLIST



Preventive Maintenance Procedure

50 Point Cleanliness Checklist

GENERAL INFORMATION

Procedure Name: 50 Point Cleanliness Checklist

Procedure Is: Active

Relevant For: All

Usually Perform: Daily

Description: Daily check of overall cleanliness of property

Tasks	Type	Preformed			Notes
Lobby & common corridor waste containers & liners	General	Yes	<input type="checkbox"/>	No <input type="checkbox"/>	_____
Lobby glass & sliding doors	General	Yes	<input type="checkbox"/>	No <input type="checkbox"/>	_____
Lobby furniture including desks, chairs & tables - no dust	General	Yes	<input type="checkbox"/>	No <input type="checkbox"/>	_____
Lobby & common corridor fountains & water coolers	General	Yes	<input type="checkbox"/>	No <input type="checkbox"/>	_____
Lobby & common corridor dusting of all hard surfaces	General	Yes	<input type="checkbox"/>	No <input type="checkbox"/>	_____
Lobby & common corridor dusting & cleanliness of all light fixtures & lenses	General	Yes	<input type="checkbox"/>	No <input type="checkbox"/>	_____
Lobby & common corridor high dusting to include comers for cob webs, shelves, mouldings, door frames, diffusers, etc.	General	Yes	<input type="checkbox"/>	No <input type="checkbox"/>	_____
lobby & common corridor low dusting to include chair rails, mouldings, pictures frames, decorations, flowers, plants, directories, diffusers, fire boxes, extinguishers, etc.	General	Yes	<input type="checkbox"/>	No <input type="checkbox"/>	_____
Lobby & common corridor window sills, curtains and blinds Lobby & common corridor finger marks & smudges on doors, walls, light switches. etc.	General	Yes	<input type="checkbox"/>	No <input type="checkbox"/>	_____
Lobby & common corridor heel or scuff marks on flooring and/or baseboard	General	Yes	<input type="checkbox"/>	No <input type="checkbox"/>	_____
Lobby & common corridor kick plates	General	Yes	<input type="checkbox"/>	No <input type="checkbox"/>	_____
Lobby & common corridor elevator exterior frames, doors, call buttons and panel wall	General	Yes	<input type="checkbox"/>	No <input type="checkbox"/>	_____

GENERAL INFORMATION

Usually Perform: Daily

Description: Daily check of overall cleanliness of property

Tasks	Type	Preformed				Notes
Janitor's closet - all cleaning supplies labeled with MSDS information	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Exterior - garbage cans and cigarette butt cans clean, replace liners	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Exterior - remove cigarettes from ashtrays and urns	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Exterior - cob webs from window overhangs, canopies, lights, etc.	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Exterior - trash/debris picked up around perimeter, landscaped beds, sidewalks, dumpster enclosures and parking lots	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Exterior - graffiti on walls, floors, etc.	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Exterior - walkways and sidewalks free of gum, animal droppings, spills, stains, etc.	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Exterior - remove any flyers posted on the property including vehicles	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Exterior - mold build up on sidewalks, building facade, curbs, etc.	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Exterior - check parking lot lighting for dirty lenses	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Exterior - exterior windows	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Exterior - directory and tele-entry access clean and polished	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____
Vacant spaces - make sure all vacant spaces are clean, carpets vacuumed, no cob webs. no debris and no storage of construction materials and/or tenant paraphernalia unless authorized	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	_____

GENERAL INFORMATION

Usually Perform: Daily

Description: Daily check of overall cleanliness of property

Tasks	Type	Preformed				Notes
Lobby & common corridor elevator TRACKS, interior walls, frames, floor, buttons and panels	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Lobby & common corridor metal/stone/wood walls, floors and trim in need of polishing	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Lobby & common corridor VCT/carpet in need of cleaning, buffing, stain removal or shampoo, cut pulled threads	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Lobby & common corridor decorative fountain/s clean	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Restrooms clean, sanitized and polished all vitreous/chrome fixtures including sinks, toilets and urinals	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Restrooms - both sides of toilet seats clean	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Restrooms - waste containers and liners good	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Restrooms - doors & partitions clean, no smudges or finger marks	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Restrooms - spots, splashes or stains near sink and towel dispensers	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Restrooms - glass, mirror, faucet and dispensers polished	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Restrooms - tile floors and grout clean and in good condition	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Restrooms - VCT floors clean or in need of cleaning and/or buffing	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Restrooms - mineral oil poured in any floor drain/s to prevent sewer gas back up	General	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

GENERAL INFORMATION

Usually Perform: Daily

Description: Daily check of overall cleanliness of property

Tasks	Type	Preformed		Notes
Restrooms - paper products, soap, urinal cakes and deodorizer provided	General	Yes	No	
Restrooms - handrails dusted or washed	General	Yes	No	
Restrooms - stairs, treads, landing and risers swept and/or mopped	General	Yes	No	
Restrooms - light fixtures and lenses clean	General	Yes	No	
Restrooms - standpipe and connections dusted	General	Yes	No	
Restrooms - sprinkler heads clean	General	Yes	No	
Restrooms - egress doors and glass lights clean	General	Yes	No	
Restrooms - carpets/mats clean	General	Yes	No	
Janitor's closet - slop sinks and walls clean	General	Yes	No	
Janitor's closet - floor clean	General	Yes	No	
Janitor's closet - mineral oil poured in any floor drains to prevent sewer gas back up	General	Yes	No	
Janitor's Closet - equipment and supplies stored in a clean and orderly manner. Mops hung up and not resting on floors	General	Yes	No	

Sanitations and cleanings are performed according to [CDC guidelines](#). CDC guidelines are aimed at limiting the survival of SARS-CoV-2 across various surfaces.