

MK Cleaning Services

3857 Willow Ave, Unit 3, Pittsburgh Pa 15234

(412) 668-2379

Office Cleaning Checklist

Reception/Common areas

- Straighten up area
- Clean front door and glass

Dust & polish

- Furniture
- Water fountains
- Window/Door ledges
- Baseboard
- Light fixture/outlets
- Cobwebs/Wall hangings
- Sweep and mop floors
- Vacuum carpets
- Empty all trash

Total # _____

Total Hours _____

Breakroom/Kitchen

Dust & polish

- Window/Door ledges
- Baseboard
- Light fixture/outlets
- Cobwebs/Wall hangings

Clean & polish

- Cabinet doors
- Counter/Backsplash
- Scrub sink
- Range top/front of oven
- Inside of oven
- Inside & outside of microwave
- Other large appliances
- Tables and chairs
- Sweep & mop floors
- Vacuum carpets
- Empty all trash

Total # _____

Total Hours _____

Restrooms

Clean & Disinfect

- Toilets
- Sink & counter
- Polish Chrome/
Mirrors/ Glass
- Sweep and mop floors
- Refill all paper supplies
& soap dispensers
- Empty all trash

Total # _____

Total Hours _____

Conference rooms

- Straighten up area

Dust & polish

- Filing cabinets
- Tables
- Countertops
- Bookshelves
- And all other hard surfaces
- Window/Door ledges
- Baseboard
- Light fixture/outlets
- Cobwebs/Wall hangings
- Vacuum upholstered furniture
- Sweep and mop floors
- Vacuum all carpeted areas
- Empty all trash

Total # _____

Total Hours _____

Inner offices/Cubicles

- Straighten up area

Dust & polish

- Filing cabinets
- Tables
- Countertops
- Bookshelves
- And all other hard surfaces
- Window/Door ledges
- Baseboard
- Light fixture/outlets
- Cobwebs/Wall hangings
- Vacuum upholstered furniture
- Sweep and mop floors
- Vacuum all carpeted areas
- Empty all trash

Total # _____

Total Hours _____

Add-Ons:

- Refrigerator Cleaning
- Wall Washing
- Carpet Shampooing
- Buff and Wax Flooring
- Need something else? Just Ask

Thank you for choosing MK Cleaning Service
Spend less time cleaning, more time relaxing