

ColdCertain - Night Cleaning Checklist

Print it. Clip it to the cart. Initial every line, every visit.

NIGHTLY - every service night

- ☐ Empty trash, replace liners, stage recycling
- ☐ Restrooms: disinfect fixtures, mop, restock soap/paper/liners
- ☐ Vacuum traffic lanes and entryways; spot-mop hard floors
- ☐ Dust desks, surfaces, sills; wipe touchpoints and switches
- ☐ Entry glass inside and out; fingerprints off doors
- ☐ Break room: counters, sink, microwave exterior, trash
- ☐ Set alarm, lock all doors, close-out note with issues

WEEKLY - same crew, deeper pass

- ☐ Wall-to-wall vacuum and mop, not just traffic lanes
- ☐ Restrooms floor-to-fixture, including partitions and walls
- ☐ Refrigerator exterior and microwave interior
- ☐ Glass detail, dusting at desk height, baseboards spot
- ☐ High-touch audit: handles, rails, shared equipment

MONTHLY - reset tier, dated below

- ☐ High dusting: vents, ledges, fixtures, tops of frames
- ☐ Grout detail and tile restoration in restrooms
- ☐ Carpet extraction rotation (traffic zones first)
- ☐ Under-furniture areas, appliance interiors, grout lines
- ☐ Light fixtures, blinds, and exterior window touch-ups

SIGN-OFF

Date / Site: _____

Cleaner initials: _____

Supervisor initials: _____

Issues noted: _____