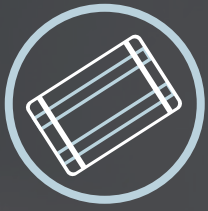




The Ultimate Facility Cleaning Checklist

ACTION
UNLIMITED RESOURCES





ENTRANCE MATTING

Proper entrance matting reduces risks for slips/trips, provides interior floor protection, allows fewer pollutants to enter creating better air quality, and establishes a clean, safe first impression.



FLOOR CLEANING

Poor floor care results in deterioration of the floor's appearance—eventually, requiring refinishing or replacement. In addition, dirty floors are prone to more slips & falls..



HIGH-TOUCH SURFACES

Bacteria is known to hide (and grow) in these areas. Proper disinfection is critical in places like: doorknobs, keyboards, phones, light switches, coffee pot handles, buttons, and remotes.



GLASS & MIRRORS

Over time, dust and dirt collect. They can penetrate the surface and permanently stain glass. Routine cleaning extends its life and keeps glass streak-free longer.





POLISHING

Prolonged exposure to dust, dirt, humidity, and light damages untreated surfaces—causing furniture and fixtures to dull. Using polish will enhance and extend the lifespan of your facility's seating, decor, and furnishings.



DUSTING

Dust buildup causes allergies, asthma, coughing, itchy eyes, and runny noses – all impacting worker's health, productivity, and customer-facing appearance.



PEST CONTROL

Insects inside a building are unsanitary and unsightly. Infestations can be costly and lead to illness as well as structural damage. Maintain a regular pest control inspection and cleaning schedule.



BREAKROOM

Elevate employee morale and productivity while maintaining health and safety standards in your breakroom/cafeteria. Keep essentials stocked: plates, utensils, coffee filters, napkins, etc.



BATTERIES

Facilities increasingly use battery-powered touch-free dispensers to reduce the use of resources such as soap, water, and paper. Continuously monitor battery usage to maintain their automation.



RESTROOM

Restroom cleanliness affects the productivity of employees and the experience of customers and other visitors. Clean from the top down and disinfect the handles daily to maintain a healthy and safe environment.



LAUNDRY

Knowing how to dispense detergent and monitoring usage eliminates waste and enhances the appearance and fragrance of linens, while prolonging their life which saves time and money while on the pursuit of environmental sustainability.



BRUSHES

Brushes are abrasives used to agitate a surface in order to break up hard debris and remove soils necessary for effective cleaning.





TRASH REMOVAL

Consider factors such as capacity, resin, max load, seal, color, and facility specifics when choosing the right container and trash liners to guarantee a facility's success at capturing, storing, and removing waste.



PERSONAL PROTECTION EQUIPMENT

Ask the question, "Who is being exposed to what and for how long?" Risks such as falling materials, chemical splashes, and contaminated air can be reduced by wearing helmets, safety goggles, and face masks.



ICE AND SNOW REMOVAL

Be prepared before a storm by laying ice melt or rock salt to prevent slips and falls and ensure there are no liabilities for an accident. The question of which product to use relies on the surface type, temperature, and budget.



NECESSARY TOOLS & SIGNAGE

Equip staff with the tools necessary to tackle any job on demand, including proper signage for identifying potential hazards; keep employees aware of any threats so they can avoid putting themselves and others in harm's way.