

# Business parks: what we clean

Use one copy per building as you tour the park with the property manager.

Facility \_\_\_\_\_ Address \_\_\_\_\_  
Walked by \_\_\_\_\_ Date \_\_\_\_\_

## Lobbies and corridors

- ☐ Lobby floors and entry glass
- ☐ Directories and elevator cabs
- ☐ Stair rails
- ☐ Corridors vacuumed or mopped
- ☐ Break areas emptied of trash and recycling

## Shared restrooms

- ☐ Fixtures and partitions cleaned
- ☐ Paper, soap and liners restocked
- ☐ Extra visits for buildings with heavier traffic

## Tenant suites and flex space

- ☐ Suites joining the park plan, each with its own task list
- ☐ Hours set to each tenant's schedule
- ☐ Flex front offices
- ☐ Warehouse and production floors scrubbed on a set cycle
- ☐ One-off requests such as a move-in scrub

## Amenities

- ☐ Fitness equipment wiped, locker rooms cleaned
- ☐ Café seating and counters
- ☐ Conference rooms reset after events
- ☐ Courtyards

## Exterior touchpoints

- ☐ Entry doors and sidelights
- ☐ Walk-off mats vacuumed or rotated
- ☐ Smoking and break areas cleared of litter and butts
- ☐ Docks, walkways and lots, if added

## Porter route

- ☐ Restrooms restocked at each stop
- ☐ Lobby bins emptied and entry glass wiped
- ☐ Spills handled between buildings
- ☐ Route timed to arrivals, shift changes and lunch
- ☐ Stuck doors, leaks or damaged mats reported

## Reporting

- ☐ One report covering every building and amenity
- ☐ Supervisor inspections across buildings
- ☐ Proof of insurance for the park's records

## Notes

---

---

---

---