



High Touch Commercial Clean Checklist

Kitchen

- Wipe and disinfect all hard surfaces including benchtops, splashback, cooktop
- Clean, disinfect and polish sink and taps
- Clean exterior of coffee machine
- Clean and disinfect external cabinets/cupboards
- Clean and disinfect exterior of appliances, including the microwave
- Clean and disinfect outside of the fridge
- Clean and disinfect tops of bins
- Clean and disinfect accessible window sills
- Stack/empty dishwasher
- Clean and disinfect light switches
- Clean and disinfect door handles

Bathroom(s)

- Clean and disinfect all hard surfaces
- Clean, disinfect and polish sink and taps
- Clean and disinfect light switches
- Clean and disinfect door handles
- Wipe down mirrors
- Clean and sanitise toilet
- Clean tiles and shower screen (if applicable)
- Refill supplied soap dispensers, towels and toilet paper
- Clean and disinfect top of bins
- Mop bathroom floors

Meeting Rooms & Offices

- Clean and disinfect tables, shelves and available surfaces
- Arrange and dust furnishings including electronic devices (such as TV)
- Remove any used cups, cutlery, containers and mugs
- Clean glass walls
- Clean and disinfect light switches
- Clean and disinfect door handles
- Clean elevator buttons and touch pads

Common Areas & Reception

- Clean and disinfect tables, shelves and available surfaces
- Arrange and dust furnishings
- Clean glass walls
- Clean and disinfect light switches and elevator buttons
- Clean and disinfect door handles

Extras Available

- Internal fridge clean
- Internal microwave clean
- Internal oven clean
- Stairs and stairwells - calculated per 5 stairs
- Balcony
- Windows (Internal)
- Wall Wash
- Desks including dry wiping desk, keyboard, screen and phone