WATT A CLEAN

CLIENT SERVICE CHECKLIST

Professional workplace cleaning — clean, hygienic and presentation-ready

Service: Office Cleaning	**Client:** _____
Property: _____	**Date:** _____

RECEPTION & ENTRANCE

- ■ Entrance floors vacuumed/swept and mopped as appropriate
- ■ Entrance/reception surfaces dusted and wiped
- ■ Reception desk cleaned where accessible
- ■ Internal glass and door glass cleaned where included
- ■ Door handles and high-touch points cleaned
- ■ Visible marks/fingerprints spot cleaned
- ■ Bins emptied and liners replaced where provided

WORKSPACES

- ■ Desks/work surfaces dusted and wiped where accessible
- ■ Shared tables cleaned
- ■ Chair surfaces spot cleaned where suitable
- ■ Phones and shared touch points wiped using appropriate method
- ■ Cabinet fronts and handles spot cleaned
- ■ Window sills dusted
- ■ Floors vacuumed
- ■ Hard floors mopped where applicable

KITCHEN / BREAK ROOM

- ■ Worktops cleaned and sanitised
- ■ Sink and taps cleaned
- ■ Hob/microwave exterior cleaned
- ■ Appliance exteriors wiped
- ■ Tables and chairs wiped
- ■ Cabinet fronts spot cleaned
- ■ Bins emptied and liners replaced
- ■ Floor vacuumed/mopped

TOILETS

- ■ Toilets cleaned and disinfected
- ■ Basins and taps cleaned/polished
- ■ Mirrors cleaned
- ■ Accessible touch points cleaned
- ■ Consumables restocked where supplied/agreed
- ■ Bins emptied
- ■ Floors cleaned

COMMON AREAS & FINAL CHECK

- ■ Corridors and communal floors vacuumed/mopped
- ■ Stairways/banisters cleaned where applicable
- ■ Visible cobwebs removed
- ■ High-touch points cleaned
- ■ Accessible skirting boards spot cleaned
- ■ Final quality check completed
- ■ Maintenance or damage concerns reported

Service note: This checklist describes the standard scope for the service selected. Tasks may vary according to property layout, condition, access and the specific service booked. Specialist cleaning, excessive build-up, hazardous contamination, inaccessible areas and additional requests are not automatically included and may require additional time or a separate service. Cleaning products and methods are selected according to the surface/material and manufacturer guidance.