



This is a Commercial Spring Clean Service task list. (also known as a Deep Clean)

This is a generic task list and some items may not relate to your commercial premises.

The Shine team will follow this task list and complete all relevant tasks that relate to your premises and the booked package.

Please prepare your office/commercial space prior to our Shine team arriving.

All services have a time allowance and if we need to spend time moving things, this will eat into the cleaning service time.

Feel free to download this pdf.

**All applicable areas**

- |  |  |
|--|--|
| <input type="checkbox"/> Clean accessible horizontal surfaces    | <input type="checkbox"/> Dust skirting boards          |
| <input type="checkbox"/> Deodarise                               | <input type="checkbox"/> Dust/Spot Clean doors         |
| <input type="checkbox"/> Dust accessible vents                   | <input type="checkbox"/> Dust/Spot damp wipe furniture |
| <input type="checkbox"/> Dust accessible vertical surfaces       | <input type="checkbox"/> Remove internal cobwebs       |
| <input type="checkbox"/> Dust/Damp wipe interior of window sills | <input type="checkbox"/> Vacuum &/or mop floors        |

### Kitchen areas

- Clean appliance exteriors
- Clean dishwasher exterior
- Clean fridge/freezer exterior/interior
- Clean microwave exterior/interior
- Clean/Polish sink/taps
- Clean splashbacks
- Damp wipe cupboard door exteriors/handles
- Empty garbage bins, clean & sanitise
- Standard hotplate/stove top clean
- Standard oven clean
- Standard rangehood clean

### Laundry

- Clean appliance exteriors
- Clean/Polish sink/taps
- Clean splashbacks
- Damp wipe cupboard door exteriors/handles

### Toilet blocks/Bathrooms/Change rooms

- Clean nappy tables
- Clean/Polish mirrors
- Clean/Polish sink/taps
- Clean railing in disabled toilets
- Clean soap dispensers/toilet paper dispensers
- Clean showers
- Clean splashbacks
- Clean toilet bowl/lid/seat/water tank
- Clean urinals
- Damp wipe cupboard door exteriors/handles
- Damp wipe lockers/shelving/cubes
- Replenish consumables

### Office spaces

- Clean internal glass doors
- Clean/Polish mirrors
- Dust/Damp wipe furniture
- Dust/Damp wipe shelving/cabinets/storage cupboards
- Dust/Disinfect keyboards/mouse/phones/other office equipment

### Meeting rooms/Board rooms

- Clean internal glass doors
- Clean/Polish mirrors
- Dust/Damp wipe furniture
- Dust/Damp wipe shelving/cabinets/storage cupboards
- Dust/Disinfect keyboards/mouse/phones/other office equipment
- Dust/Disinfect presentation equipment

### Communal areas/Staff rooms

- Clean internal glass doors
- Dust/Clean lockers
- Clean/Polish mirrors
- Dust/Damp wipe furniture

### Entrance/Lobby

- Clean/Polish mirrors
- Dust/Clean furniture
- Dust/Disinfect keyboards/mouse/phones/other office equipment
- Dust/Damp wipe shelving/cabinets/storage cupboards
- Dust display cases/items
- Dust/ wall hangings
- Clean/Polish front doors
- Remove external cobwebs out front
- Sweep/Clean out front of entrance area

### Sanitise & Disinfect

- Disinfect bins
- Disinfect toilet bowls/lid/seats
- Disinfect urinals
- Sanitise keypads/remotes
- Sanitise phones/keyboards/mouse/office items
- Spray sanitiser on all touch points
- Spray sanitiser in entry areas
- Spray sanitiser in kitchen areas