

PROFESSIONAL EDITION · 2026

The Complete Commercial Cleaning Checklist

75+ specific tasks across foyers, lifts, stairwells, common amenities, carparks, and building services. Built for Perth property managers, building operators, and procurement officers scoping multi-site commercial cleaning contracts.

DAILY · 22 tasks	90 min – 4 hrs	Entrances · foyers · lifts · bathrooms
WEEKLY · 20 tasks	+90-120 min	Stairwells · carparks · lobby polish
MONTHLY · 18 tasks	+2-3 hours	High-dust · vents · plant areas
QUARTERLY · 15 tasks	6-8 hours	Deep restoration · audit · reset

DAILY CLEANING · 22 TASKS 90 min – 4 hours by building size

Building presentation, public-area hygiene, operational readiness. Commercial buildings live or die on first impressions — these tasks are non-negotiable.

Building Entrance & Kerb Appeal · 4 tasks

- External glass entry doors and surrounds — both sides streak-free, frame polished 6 min
- Entrance mats — vacuum/beat out, wipe rubber edges, check for hazards 4 min
- Building signage and address numerals — wipe, polish, check readability 3 min
- Outside immediate vicinity — sweep entry threshold, remove litter (5m radius) 5 min

Foyer & Reception Zone · 3 tasks

- Foyer floor — vacuum/mop depending on surface, full coverage 12 min
- Reception/concierge desk surfaces — full disinfection where present 4 min
- Foyer seating, side tables, decorative elements — surface clean and dust 6 min

Lift Cars & Lift Lobbies · 4 tasks

- Lift car interior glass and mirrors — streak-free polish 4 min/car
- Stainless steel control panels and trims — proper stainless cleaner (not glass) 3 min/car
- Lift floor and door tracks — vacuum/wet-mop floor, detail clean tracks 5 min/car
- Lift lobby walls and call-button panels — disinfection and polish 4 min/level

Common Bathrooms · 5 tasks

- Toilet bowls, seats, hinges — full disinfection of all surfaces 4 min/toilet



- Basins, taps, drains — descale, polish, treat 3 min/basin
- Mirrors and partitions — streak-free polish 3 min
- Consumables restock — toilet paper, soap, hand towels, sanitary 3 min
- Floor mop with disinfectant — full coverage including under fixtures 6 min

Common Kitchens / Breakout · 3 tasks

- Bench tops and sink areas — degrease and disinfect 4 min
- Microwave, fridge exteriors, kitchen bin — wipe, disinfect, deodorise 5 min
- Floor mop and visible spill check — full coverage 5 min

End-of-Shift & Handover · 3 tasks

- Lighting protocol — turn off non-essential, leave specified per building plan 3 min
- Building security check — entry doors locked, alarms set per protocol 5 min
- Cleaner sign-off and shift log — written record of completion + observations 4 min



WEEKLY CLEANING · 20 TASKS

+90–120 min on top of daily

Build-up zones daily cleaning doesn't reach — particularly vertical circulation (stairwells) and external presentation. Skipping shows up in stairwells first.

Stairwells · 4 tasks

- Full stairwell floor sweep and mop — top to bottom, all landings 25 min/stairwell
- Handrails detailed disinfection — full length, including underside 8 min/stairwell
- Stair edge nosing wipe — high-traffic dirt accumulation zone 6 min
- Stairwell wall mark spot-treatment — visible scuffs and finger marks 5 min

Foyer & Lobby Deep Pass · 4 tasks

- Foyer floor scrub or extraction — beyond daily mop 25 min
- Reception furnishings detailed clean — under, between, behind 12 min
- Decorative element care — plants, art, signage detailed dust 8 min
- Foyer glass full restoration — including hard-to-reach upper sections 18 min

Carpark Presentation · 3 tasks

- Carpark sweep — all bays and circulation, including lift access points 30 min
- Oil stain spot-treatment — fresh stains addressed before they set 10 min
- Drain and trafficable surface check — clear drains, identify hazards 8 min

Common Areas Mid-Traffic · 3 tasks

- Corridor full vacuum/mop — beyond daily walkway pass 25 min
- Skirting boards full pass — visible accumulated dust 18 min
- Common-area furniture detailed clean — couches, side tables, planters 15 min

Service Zones · 3 tasks

- Bin storage area — wash interior, deodorise, check pest signs 12 min
- Cleaner room/equipment storage — full tidy and stock check 15 min
- Loading dock or service corridor — sweep, mark hazards, lighting check 18 min

Glass & Window Care · 3 tasks

- Internal glass partitions and screens — both sides, streak-free 20 min
- Window sills and ledges — full dust and wipe 12 min
- Building signage maintenance — directories, way-finding, statutory notices 10 min



MONTHLY CLEANING · 18 TASKS

+2–3 hours monthly

The pattern of well-maintained vs neglected commercial buildings is set in monthly tasks. Most building decline happens because monthly tasks get deferred during cost pressure.

High-Dusting · 4 tasks

- Foyer ceiling features and cornices — extension pole pass, careful detail 18 min
- Lift lobby high zones — above doorways, ceiling vents, top trims 12 min
- Corridor light fixtures — interior dust, surface clean 8 min/fixture
- Stairwell ceilings and high corners — accumulated dust removal 15 min

Air Quality & Ventilation · 3 tasks

- HVAC vent grilles in common areas — remove, vacuum, wipe, replace 8 min/vent
- Bathroom extractor fan grilles — accumulated grease and dust 6 min/fan
- Service corridor ventilation — surface dust, grille check 10 min

Fixtures & Detail · 4 tasks

- Door hardware throughout building — handles, push plates, kick plates 25 min
- Light switches and access control panels — full disinfection 15 min
- Signage frames and statutory notices — full clean and inspection 12 min
- Stair handrails deep clean and polish — beyond weekly disinfection 18 min

Plant & Service Areas · 3 tasks

- Plant room cleanliness inspection — surface dust, identify any issues 20 min
- Roof access and external service zones — leaf litter, surface cleanliness 15 min
- Building services equipment surrounds — keep clear, dust accumulation 12 min

External Presentation · 4 tasks

- External wall mark spot-treatment — entry zone scuffs, hand marks 15 min
- Outdoor planter beds, garden edges — litter clear, surface presentation 18 min
- Building exterior signage clean — including any branding elements 12 min
- Visitor entry concrete and pavers — pressure wash if marked, refresh 25 min



QUARTERLY DEEP CLEAN · 15 TASKS

6–8 hours per quarter

The quarterly deep clean is the single biggest factor in long-term building presentation. Visitors calibrate their expectations against the recent peak standard, not the gradual middle.

Floor Restoration · 4 tasks

- Hard floor strip and reseal in main thoroughfares — full restoration 120 min
- Carpet hot water extraction in foyer/common areas — commercial extractor 90 min
- Carpark pressure wash — oil stain treatment, full surface refresh 90 min
- Stairwell deep clean and floor restoration — strip, reseal where applicable 60 min

Comprehensive Surface Restoration · 3 tasks

- External window cleaning (ground level) — full glass restoration 60 min
- Foyer detail restoration — every fixture, every surface, full attention 90 min
- Lift car deep clean — beyond daily — full reset including unseen zones 30 min/car

Air Quality & Wellness · 3 tasks

- HVAC system inspection — visible vents, filter check, document 30 min
- Indoor air quality assessment notes — observations for property mgmt 15 min
- Common-area soft furnishing professional clean — couches, fabric chairs 60 min

Hygiene & Compliance · 3 tasks

- All bathrooms TGA-grade deep disinfection — every surface, hospital-grade 90 min
- Common kitchen deep clean — cupboards, appliances, food-safe compliance 75 min
- High-touch surface comprehensive audit — every door, switch, button, handle 45 min

Documentation & Reporting · 2 tasks

- Quarterly inspection report — written, photographed, delivered to property mgmt 45 min
- Forward-quarter recommendations — proactive maintenance advice 20 min



NEXT STEPS

Use This Checklist Effectively

Three ways Perth property managers use this checklist:

1. Tender scope definition

Use this checklist as the foundation for commercial cleaning tender scope. It eliminates the ambiguity that causes 80% of cleaning contract disputes within the first 12 months. All tendering cleaners then quote against the same scope — apples-to-apples comparison.

2. Audit your current cleaner

Print and ask your current cleaning contractor to mark which tasks they perform. The gaps identify where service standards are slipping. Use the audit results in your next contract review or service performance meeting.

3. Multi-site portfolio standardisation

For property managers with multiple buildings, this checklist standardises expectations across the portfolio. Cleaners performing across multiple sites work to consistent standards. Reporting becomes comparable across buildings.

Multi-site portfolio? Single building? We handle both.

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This commercial cleaning checklist is a professional reference for property managers, building operators, and procurement officers. Specific commercial premises (medical, industrial, food service, childcare) require additional industry-specific tasks not included here. Request industry-specific guidance from Precimax Clean.