

# Mango Cleaning

## Commercial Cleaning Checklist

Task Description	Standard Clean (✓)
<b>Office Areas &amp; Cubicles</b>	
Desk Surfaces	Dust/wipe accessible desk surfaces (avoiding disturbing papers).
Monitors/Screens	Dust exterior of monitors and equipment.
Equipment	Wipe down shared office equipment (printers, fax machines).
High-Touch	Disinfect door handles, light switches, and railings.
Floors	Vacuum all carpeted areas and runners.
Hard Floors	Sweep/vacuum and damp mop hard floors (tile, vinyl, wood).
Trash/Recycling	Empty all office trash bins and recycling containers.
Upholstery	Vacuum chairs/guest seating (crevices and under cushions).
<b>Breakroom / Kitchenette</b>	
Counters/Sink	Clean and sanitize all countertop surfaces and sink area.
Microwave	Clean and sanitize the interior and exterior of the microwave.
Appliance Exteriors	Wipe down the outside of the fridge, dishwasher, and vending machines.
Small Appliances	Wipe down coffee makers, water coolers, and toasters.
Tables/Seating	Wipe down breakroom tables and chairs.
Cabinets	Spot clean exterior of cabinet fronts (splatter/fingerprints).
Floors	Sweep/vacuum and damp mop hard floors.
<b>Restrooms</b>	
Toilets/Urinals	Clean, sanitize toilet, seats and urinals.
Sinks/Counters	Clean and sanitize sink and vanity countertops.
Mirrors	Clean all mirrors for a streak-free shine.
Dispensers	Clean and refill soap, paper towel, and toilet paper dispensers.
Trash	Empty sanitary and general trash receptacles.
Floors	Sweep and mop the floor surface.
Fixtures	Shine all faucets and metal fixtures.
<b>Final Check &amp; Security</b>	
<ul style="list-style-type: none"> <li>•Ensure all trash has been moved to the designated outdoor collection area.</li> <li>•Check that all lights are turned off (unless otherwise requested).</li> <li>•Security: Ensure all office doors and windows are secured and locked according to client instructions.</li> </ul>	
<b>High-Value Premium Add-On Services</b>	
Allergy Safe Green Cleaning	HEPA filtered vacuum, Natural and Eco-Certified cleaning products.
Spot Cleaning for upholstery & carpet stains	Remove tough and dried stains from upholstery and carpets.
Inside Fridge Cleaning	Complete emptying, wiping down, and sanitizing of all shelves, drawers, and freezer compartments.
Grout Scrubbing	Hand cleaning tile grout.
Blind/Shutter Detail	Detailed dusting and wiping of individual slats on vertical and horizontal blinds.