

After a long and grueling winter, your facility could use a little T.L.C. - tender loving cleaning.

Since hundreds of people have been occupying or visiting your business over the past few months, chances are germs, odors, and dust has built up on surfaces and equipment.

With spring officially here, now is the perfect time to deep clean your facility to freshen it up for a new season of customers. Use this room-by-room spring cleaning checklist to make sure every area gets the proper cleaning attention it deserves, and no surface is left behind.

## Kitchen

- Refrigerator
- Microwave
- Coffee pots
- Cabinets
- Drawers
- Cutlery
- Dishwasher
- Food prep materials
- Sink
- Counters and tables
- Floor

## Eating Areas

- Tables
- Chairs
- Condiment stations
- Drink/beverage stations
- Counters
- Trays
- Menus
- Computer screens  
(checkout areas - touchscreens, touchpad keys)
- Light fixtures
- Floor

## Bathroom

- Toilets (bowls, seats, handles)
- Sinks (bowls and handles)
- Stall latches
- Handrails
- Door handles (inside and outside)
- Floor



# The Complete Room-By-Room Spring Cleaning Checklist for Every Facility

## Office

- Desks
- Desk phones
- Desk lamps
- Keyboards
- Computer mouse
- Computer screens
- Desk drawers
- Chairs  
(seats and handles)
- Copy machines
- Fax machines
- Printers  
(touchpads, keys)
- Windows
- Curtains/blinds
- Vents
- Lighting fixtures
- Carpet/floors

## Patient Rooms /Examining Rooms

- Examining tables
- Stirrups and stepstools
- Instrument stands
- Counters
- Sinks  
(faucet handles, spouts)
- Computer screens
- Keyboards and mice
- Chairs
- Lights
- Vents
- Curtains/drapes
- Walls
- Trash bins  
(outside and inside)
- Floors

## Lobbies and Entryways

- Check-in/registration desks and counters
- Computer screens
- Scanners
- Elevator buttons
- Keyboards
- Touchpads
- Tablets
- Chairs, couches
- Light fixtures
- Carpet/floors

## Warehouses

- Machinery and Equipment  
(handles, buttons, levers)
- Protective gear  
(glasses, shields, hats, etc.)
- Gloves
- Belts
- Lighting fixtures
- Doors (handles)
- Rails
- Floors

## Hotel Rooms

- Remote controls
- Light switches
- Door handles  
(inside and outside)
- Tables and desks
- Bathroom
- Furniture  
(sofas, couches, beds, etc.)
- Curtains
- Carpet/floors

## Gym & Fitness Centers

- Fitness Equipment  
(don't forget cup holders on cardio equipment)
- Heart rate sensors
- Exercise mats
- Weights
- Benches
- Medicine balls
- Electronics (TVs)
- Windows
- Mirrors
- Walls
- Light fixtures
- Carpet/floors

## Classrooms

- Desks and tables
- Carpet
- Whiteboards/chalkboards
- Windows
- Lights and lighting fixtures
- Doors (handles)
- Vents
- Walls
- Carpet/floors

## Conference and Meeting Rooms

- Tables
- Chairs
- Door handles  
(inside and outside)
- Electronic equipment  
(mics, TV's, etc.)
- Podiums

