

# COMMERCIAL CLEANING OPTIONS

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## Common Areas

- Carpet vacuumed
- Vents & ledges wiped/cleaned
- Light switches cleaned
- Wall hangings cleaned
- Blinds cleaned
- Wash/clean baseboards
- Chandeliers cleaned
- Clean walls
- Ceiling fans cleaned
- Lamps shades dusted
- Doors & knobs cleaned
- Remotes & phone(s) cleaned
- Floor vacuumed/washed
- TV's & electronics cleaned
- Furniture/Pillows (dusted/vacuumed)
- Trash removal
- Mirrors cleaned
- Baseboards washed/cleaned
- Stairs vacuumed/washed
- Window sills dusted

## Inner Offices/Cubicles/

### Conference Rooms

- Dust filing cabinets/tables/countertops/bookshelves
- Trash removal
- Wipe/disinfect phones
- Dust computer areas (fax machines, copiers, ect)
- Clean/disinfect hard surfaces

### Break Room

- Floor vacuumed/washed
- Windows washed/cleaned
- Light fixture cleaned
- Trash removal
- Light switches cleaned
- Cabinets cleaned (in/out)
- Microwave cleaned (in/out)

- Blinds cleaned
- Tops & backsplash washed/cleaned
- Sink & faucets cleaned
- Refrigerator cleaning (in/out/)
- Countertops cleaned

### Restrooms

- Wall hangings cleaned
- Light fixtures cleaned
- Windows washed/cleaned
- Light switches cleaned
- Doors/frames cleaned
- Wipe stall partitions
- Sweep & mop floors
- Tub/showers/faucets/sink cleaned
- Trash removal
- Toilet/urinal cleaned
- Countertop(s) cleaned
- Refill paper towels and soap dispenser

**Client (to be completed and signed prior to date of service)**

**By signing below, I agree that the services selected are tasked I would like completed by Klassy Touch Cleaning Service.**

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**Cleaner (to be signed upon completion of service)**

**By signing below, I agree that the services selected by the client are completed.**

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date of Service: \_\_\_\_\_