



Lobby & Entrance Area Cleaning Checklist

Flooring

Focuses on the cleaning and maintenance of all flooring types (tile, carpet, wood, etc.) in the lobby and entrance.

Flooring Type:

- ☐ Tile
- ☐ Carpet
- ☐ Wood/Hardwood
- ☐ Concrete
- ☐ Other

Sweep/Dust/Vacuum:

- ☐ Completed
- ☐ Not Completed

Mopping Solution Concentration (if applicable):

Notes on Flooring Condition:

Spot Cleaning Required?

☐ Yes

☐ No

Description of Spot Cleaning Performed (if applicable):

Write something...

Carpet Spot Treatment Applied (if applicable):

☐ Yes

☐ No

Glass & Doors

Includes all exterior glass surfaces, entrance doors, and any interior glass partitions visible from the entrance.

Glass Condition (Exterior)

☐ Excellent - No visible dirt or streaks

☐ Good - Minor dirt or streaks

☐ Fair - Noticeable dirt or streaks

☐ Poor - Heavy dirt, stains, or damage

Door Condition (Exterior)

☐ Excellent - Clean, no damage

☐ Good - Minor scuffs or scratches

☐ Fair - Visible damage or soiling

☐ Poor - Significant damage or staining

Notes on Glass/Door Cleaning (e.g., specific cleaning products used, any problem areas)

Write something...

Number of Doors Cleaned

Enter a number...

Type of Glass Cleaner Used

- ☐ Standard Retail Glass Cleaner
- ☐ Eco-Friendly Glass Cleaner
- ☐ Specialized Glass Cleaner (Specify in notes)

Furniture & Fixtures

Covers seating areas, coat racks, display tables, and other furniture/fixtures in the lobby/entrance.

Coat Rack/Umbrella Stand Cleanliness

- ☐ Clean & Dusted
- ☐ Needs Cleaning

Seating Area - Wipe Down

- ☐ Complete
- ☐ Partially Complete
- ☐ Not Completed

Notes on Furniture Cleaning (e.g., stains, damage)

Write something...

Number of Chairs/Benches Cleaned

Enter a number...

Display Tables - Dusted and Organized

☐ Yes

☐ No

Any Furniture Requiring Repair?

Write something...

Trash & Recycling

Ensures proper emptying, cleaning, and sanitizing of all trash and recycling receptacles.

Number of Trash Bins Emptied

Enter a number...

Number of Recycling Bins Emptied

Enter a number...

Bin Liner Type Used

- ☐ Clear
- ☐ Colored
- ☐ Biodegradable

Condition of Bin Liners

- ☐ Good
- ☐ Torn
- ☐ Leaking

Notes on Trash/Recycling (e.g., spills, excessive waste)

Write something...

Bin Cleaning Status

- ☐ Cleaned
- ☐ Spot Cleaned
- ☐ Needs Cleaning

Lighting & Fixtures

Focuses on the appearance and cleanliness of light fixtures, sconces, and any decorative elements.

Light Fixture Dusting Complete?

- ☐ Yes
- ☐ No

Exterior Light Fixtures Cleaned (e.g., Entrance Signage)?

☐ Yes

☐ No

Number of Light Bulbs Replaced (if any)

Enter a number...

Notes on any Light Fixture Issues (e.g., flickering, broken fixture)

Write something...

Sconces/Accent Lighting Cleaned?

☐ Yes

☐ No

Cleaned cobwebs around exterior fixtures?

☐ Yes

☐ No

Air Quality & Odor Control

Addresses any potential odor issues and ensures fresh air circulation.

Air Freshener Dispenser Level (if applicable)

Enter a number...

Odor Detection - Any noticeable odors present?

- ☐ No
- ☐ Yes - Mild
- ☐ Yes - Strong

Describe any odors detected (if applicable)

Write something...

HVAC Filter Condition

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Dirty - Replacement Needed

Last HVAC Filter Change Date

Enter date...

Ventilation System Operation

- ☐ Operating Properly
- ☐ Not Operating / Malfunctioning

Notes on Air Quality / Odor Control Actions Taken

Write something...

Safety & Accessibility

Ensures the area is free of hazards and accessible for all customers.

Ramp/Level Access Clear of Obstructions?

- ☐ Yes
- ☐ No
- ☐ N/A

Doorways Easily Openable (Manual or Automatic)?

- ☐ Yes
- ☐ No
- ☐ N/A

Doorway Clearance (inches)

Enter a number...

Walkways and Pathways Free of Trip Hazards?

- ☐ Yes
- ☐ No
- ☐ N/A

Description of any hazards observed (if 'No' selected above)

Write something...

Emergency Exit Routes Clearly Marked & Accessible?

- ☐ Yes
- ☐ No
- ☐ N/A

Floor Levelness (deviation from level - inches)

Enter a number...

Lighting Adequate for Safe Navigation?

- ☐ Yes
- ☐ No
- ☐ N/A