



BUSINESS CLEANING CHECKLIST

NOW, MORE THAN EVER, IT'S IMPORTANT TO ASSESS YOUR BUSINESSES CLEANING NEEDS.

Expectations for cleaning and disinfecting are higher than they once were, as employees and customers need to feel safe. Your commercial cleaning program must adapt to changing times as well as fluctuations in your business traffic.

Use this checklist to make sure your workplace is as clean as it can be—then you can get back to pursuing your business goals.



EXAMINE YOUR CLEANING NEEDS NOW

Carefully consider increasing the frequency and updating the cleaning methods used for your business.

- ☐ Do you need more areas within your business properly cleaned so employees and patrons can return while adhering to social distancing guidelines?
 - ☐ Does your business's cleaning process include hospital grade cleaning and disinfecting? Are you getting a general clean, or are you getting a Health Based Clean® clean in all common areas, and high frequency touch points?
 - ☐ Has your community implemented new cleaning guidelines for businesses?
- Have you added new locations?



SPECIAL SERVICES

These questions can help you determine whether you need to schedule any special services.

- ☐ Have your windows been fully cleaned within the last three months?
- ☐ Has the grout on floors or walls changed color?
- ☐ Does your upholstery look dingy or stained, or is it retaining odors?
- ☐ Has your carpet or hardwood flooring been cleaned in the past three months?
- ☐ Do you plan to resume events that were rescheduled or cancelled due to COVID-19?



EVERYDAY CLEANING

These questions can help you determine whether your daily cleaning services are adequate or need to be enhanced.

- ☐ Is your workplace being cleaned every day that it's open, following CDC guidelines?
- ☐ Are you able to confidently answer questions from customers or employees about cleanliness?
- ☐ When you walk into your business first thing in the morning, does it look and smell clean?
- ☐ Are all high touch surfaces getting regular attention?

After you've made your way through this checklist, **GET IN TOUCH** with your Coverall Commercial Cleaning partner to make sure your business is prepared to welcome employees and patrons and keep them safe from viruses and bacteria that may cause illness.