

Lobby Cleaning Checklist

- Wipe down all kick plates on both sides of all doors
- All doors and windows spot cleaned throughout the day
- All lobby window ledges wiped down daily
- All seating wiped down throughout the day (use power pads if necessary)
- All tables legs wiped down daily
- Walls wiped down, spot free
- All woodwork wiped down and dusted
- Keep all floor clean (sweep, spot mop)
- Both bathrooms cleaned and soap and toilet paper stocked
- Beverage area stocked, cleaned, trashes under counter emptied and area under beverage area wiped down and clean
- Lobby lid holders cleaned daily and stocked
- Keep trash cans emptied and wiped down
- Trays taken back