



GoShineUp

Cleaning Services

COMMERCIAL CLEANING CHECKLIST

GENERAL AREAS / OFFICES

- **Sanitize High-Touch Points:** Disinfect light switches, door handles, thermostats, and elevator buttons
 - **Surface Care:** Dust and wipe all desks, filing cabinets, windowsills, and shelving
 - **Cobweb Removal:** Clear ceilings, corners, and air vents.
 - **Electronics:** Dusting of monitor bases (screens cleaned upon request).
 - **Floors:** Vacuum all carpeted areas (including edges) and mop hard floors.
 - **Waste Management:** Empty all trash and recycling bins, sanitize interiors, and replace liners.
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KITCHEN / BREAK AREA

- **Countertops & Tables:** Deep clean and sanitize all food-prep surfaces and dining tables
 - **Appliances (Exterior):** Clean and polish refrigerator, dishwasher, and stove exteriors (Stainless steel treatment included).
 - **Microwave:** Complete detailing inside and out.
 - **Sanitization:** Scrub and disinfect sink, faucets, and backsplash
 - **Small Appliances:** Wipe coffee makers, kettles, and toasters.
 - **Cabinets:** Wipe exterior fronts and handles (Inside upon request).
 - **Floors:** Sweep and deep mop with grease-cutting solution.
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RESTROOMS

- **Sanitization:** Disinfect toilets, urinals, sinks, and faucets.
 - **Glass & Metal:** Polish mirrors, dispensers, and all chrome fixtures.
 - **Refilling:** Replenish toilet paper, paper towels, and soap (Supplies provided by client).
 - **Tiles:** Wipe down wall tiles and sanitize high-touch areas.
 - **Floors:** Sweep and mop with hospital-grade disinfectant.
 - Empty trash bins
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LOBBY / ENTRYWAY / RECEPTION AREA

- **First Impression:** Deep clean entrance glass doors, frames, and handles (streak-free).
 - **Reception Desk:** Sanitize countertops and wipe down waiting area furniture.
 - **Decor:** Dust light fixtures, picture frames, and decorative elements.
 - **Hallways:** Clear air vents and ensure baseboards are dust-free.
 - **Floors:** High-traffic vacuuming and mopping for a pristine look.
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HALLWAYS / COMMON AREAS

- Wipe air vents and light fixtures
- Clean walls and baseboards from dust and marks
- Vacuum and mop floors



About & Contact

Name:

GoShineUp Cleaning Services

Address:

1401 Lockhaven Ct, apr 7, Waterford Township, MI 48327

Phone:

(947) 278 - 0125

Hours:

Mon - Fri: 8:00 am to 6:00 pm

Sat: 9:00 am to 3:00 pm

Sun: Closed