Lobby Cleaning Checklist

A building lobby inspection for office towers, condos and medical buildings: entrance and vestibule, floors, glass and metal, the security or concierge desk, seating, elevators and mailroom

Site _____ Date _____ Inspector _____

Entrance and Vestibule

	Pass	Fail	N/A
Exterior entry glass, door handles and push bars clean on both sides	☐	☐	☐
Revolving door glass, wings and the floor channel free of grit and fingerprints	☐	☐	☐
Recessed entrance mats vacuumed, edges flat, grit cleaned out of the mat well	☐	☐	☐
Door thresholds and sweeps free of salt and sand buildup	☐	☐	☐
Accessible door push buttons wiped	☐	☐	☐
Exterior ashtray or receptacle by the door emptied and wiped	☐	☐	☐

Floors

	Pass	Fail	N/A
Stone, tile or terrazzo floor dust mopped and damp mopped with a neutral cleaner, no film or streaks	☐	☐	☐
Grout lines clean, no dark lines in the traffic path from the door to the elevators	☐	☐	☐
No etching or dull spots from spills left to sit on marble or limestone	☐	☐	☐
Carpet or area rugs vacuumed, edges and corners included	☐	☐	☐
Baseboards and the floor edge along the walls free of dust and mop splash	☐	☐	☐

Glass, Metal and Finishes

	Pass	Fail	N/A
Interior glass partitions and sidelights clean, no streaks when the sun hits them	☐	☐	☐
Stainless steel and brushed metal wiped with the grain, no smears	☐	☐	☐
Feature walls, wood panelling and stone cladding dusted at reachable height	☐	☐	☐

Artwork frames and display cases dusted, glass cleaned	☐	☐	☐
Directory boards and digital screens wiped with a dry microfibre cloth	☐	☐	☐

Security or Concierge Desk

	Pass	Fail	N/A
Front face and top of the desk on the visitor side dusted and wiped	☐	☐	☐
Sign-in tablet or visitor book area wiped	☐	☐	☐
Floor behind and under the desk vacuumed or mopped where the guard allows it	☐	☐	☐
Nothing on the staff side moved, monitors and keyboards left alone unless the building asks	☐	☐	☐

Seating and Furnishings

	Pass	Fail	N/A
Chairs and sofas vacuumed, cushions straightened, no crumbs or debris	☐	☐	☐
Side tables and coffee tables wiped, no rings or fingerprints	☐	☐	☐
Planters free of litter and cigarette butts, leaves of artificial plants dusted	☐	☐	☐
Lamps, shades and light switches dusted	☐	☐	☐

Elevator Lobby and Mailroom

	Pass	Fail	N/A
Elevator doors, frames and call buttons wiped	☐	☐	☐
Elevator door sill tracks vacuumed, no grit	☐	☐	☐
Mailbox fronts wiped, no flyers or junk mail on the floor	☐	☐	☐
Parcel area or locker fronts clean, no packaging left behind	☐	☐	☐
Recycling bin for flyers emptied before it overflows	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Lobby matches the building's standard at the start of the business day	☐	☐	☐
Wet floor signs out while any area is wet, and put away once dry	☐	☐	☐
Lights working, burnt out bulbs reported	☐	☐	☐
Damage to stone, glass or furniture photographed and reported to the property manager	☐	☐	☐
Previous inspection deficiencies verified as fixed	☐	☐	☐

Suggested frequency

Daily	Entry glass, mats, floors, desk front, seating, elevator doors and call buttons, mailroom
Weekly	Interior glass partitions, metal finishes, artwork and display cases, elevator sill tracks
Monthly	Mat well clean-out, baseboards, high dusting of reachable ledges and fixtures
Quarterly	Stone floor restoration or polishing, upholstery cleaning, deep clean of revolving door

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