Parking Garage Cleaning Checklist

A parkade inspection for office, residential and retail buildings: entrances and ramps, drive aisles and stalls, stairwells, elevator lobbies, pay stations and the garbage area

Site _____ Date _____ Inspector _____

Entrances and Ramps

	Pass	Fail	N/A
Entry and exit ramps swept, no sand, gravel or leaves collected at the bottom of the slope	☐	☐	☐
Trench drains at the ramp base clear of debris, grates in place and sitting flat	☐	☐	☐
Overhead door tracks and the area around the gate arm free of litter	☐	☐	☐
Card reader and intercom face wiped, no grime on the buttons	☐	☐	☐
Height bar and signs free of cobwebs and readable	☐	☐	☐

Drive Aisles and Stalls

	Pass	Fail	N/A
Litter picked up from stalls, including behind wheel stops and along the back wall	☐	☐	☐
Fresh oil and fluid spots absorbed and picked up, not left to spread	☐	☐	☐
Area drains clear, no ponding water after rain or snowmelt	☐	☐	☐
Salt and sand buildup swept from stalls near the entrance in winter	☐	☐	☐
Stall numbers and painted lines visible, not buried under grime	☐	☐	☐
No dumped items (tires, furniture, boxes) left in empty stalls; reported to the building if found	☐	☐	☐

Stairwells

	Pass	Fail	N/A
Stairs swept and landings free of litter, cigarette butts and debris	☐	☐	☐
Handrails wiped full length	☐	☐	☐
No odours of urine; any human waste or needles reported and handled per the building's sharps procedure	☐	☐	☐
Stairwell doors close and latch, no propping wedges left in place	☐	☐	☐
Light fixtures free of cobwebs, burnt out lights reported	☐	☐	☐

Elevator Lobbies

	Pass	Fail	N/A
Lobby floor swept and mopped, entry mat in place and clean	☐	☐	☐
Elevator call buttons and the door frame wiped	☐	☐	☐
Glass vestibule doors cleaned on both sides	☐	☐	☐
Waste receptacle emptied and the liner replaced	☐	☐	☐
Wall-mounted signs, mirrors and directories dusted	☐	☐	☐

Pay Stations and Equipment

	Pass	Fail	N/A
Pay station screen, keypad and card slot face wiped with a cloth, nothing sprayed on the unit	☐	☐	☐
Ticket and receipt litter picked up around pay stations and exit lanes	☐	☐	☐
EV chargers wiped down, cables coiled and off the floor	☐	☐	☐
Bike racks and storage cages free of litter around the base	☐	☐	☐

Garbage and Recycling Area

	Pass	Fail	N/A
Bins closed and lids down, no loose bags on the floor	☐	☐	☐
Floor around the bins swept and hosed or mopped, no sticky residue	☐	☐	☐
Odour under control, no standing liquid from leaking bags	☐	☐	☐
Cardboard broken down and in the right bin	☐	☐	☐
Pest activity (droppings, chewed bags) reported to the building	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Cleaner wearing a high-visibility vest while working in drive aisles	☐	☐	☐
Cart and equipment kept out of drive aisles and away from the ramp	☐	☐	☐
Sharps container and gloves available for needle pickup	☐	☐	☐
Graffiti and damage photographed and reported, not painted over without approval	☐	☐	☐
Previous inspection deficiencies verified as fixed	☐	☐	☐

Suggested frequency

Daily	Elevator lobbies, stairwells, garbage area, litter pick in drive aisles
Weekly	Sweep stalls and ramps, clear trench drains, wipe pay stations and EV chargers
Monthly	Spot treat oil stains, cobwebs on fixtures and signs, wipe handrails full length
Quarterly	Machine scrub the elevator lobbies and stair landings
Annually	Full parkade sweep and pressure wash, usually in spring after the salt season

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