

The Nashville Commercial Cleaning Checklist

A practical reference for setting the right cleaning schedule and scope for offices, retail spaces, and commercial properties — built for cleaning teams and the businesses they serve.

Factors That Matter

- Foot traffic — total people through the space daily, including visitors and clients
- Industry — medical, food service, and childcare settings require higher standards
- Shared spaces — kitchens, restrooms, and conference rooms need more frequent attention
- Team size — more people generally means more frequent cleaning, though not always proportionally

Recommended Frequency by Business Type

Business Type	Typical Frequency
Small office (under 10 people)	Weekly
Standard office (10–50 people)	2–3 times per week
High-traffic or retail-adjacent space	Daily
Medical or healthcare setting	Daily, with specialized protocols

Reception & Lobby

- Dust and wipe down reception desk and surfaces
- Clean glass doors and entryway windows
- Vacuum or mop entry flooring
- Empty trash and replace liners

Workstations & Common Areas

- Wipe down desks, shared tables, and high-touch surfaces
- Sanitize phones, keyboards, and shared equipment where applicable
- Vacuum carpeted areas, mop hard flooring
- Dust surfaces, shelving, and window sills

Restrooms

- Clean and disinfect toilets, sinks, and countertops
- Restock paper towels, soap, and toilet paper
- Mop flooring and empty trash
- Check and clean mirrors

Kitchen & Break Room

- Wipe down counters, tables, and appliance exteriors
- Empty and sanitize trash and recycling bins
- Clean sink and surrounding surfaces
- Restock supplies as needed

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