

Hallway Cleaning Checklist

This is an example of a hallway cleaning checklist, which you can modify for the facility or your team’s responsibilities.

Location: _____ Date and time: _____

Custodian: _____ Signature: _____

Item	Description	<input checked="" type="checkbox"/>
Walls	Free of dust and scuffs	<input type="checkbox"/>
Switchplates, outlets, and handrails	Clean, with no fingerprints or oily residue	<input type="checkbox"/>
Doors	Free of dust and marks, with knobs clean	<input type="checkbox"/>
Baseboards	No build-up of dust or scuffs	<input type="checkbox"/>
Flooring	No dirt, stains, visible debris, or build-up in corners	<input type="checkbox"/>
Mats	Clean and properly placed	<input type="checkbox"/>
Lighting	Dusted, with working bulbs	<input type="checkbox"/>
Ceiling	Free of spots, stains, and dust	<input type="checkbox"/>
Safety and signage	Clear of dust and marks	<input type="checkbox"/>
Trash and recycling	Emptied, with the outside of the cans spot-cleaned	<input type="checkbox"/>

Other issues