



Winter Cleaning Checklist

Business

Daily

These tasks take just a few minutes but prevent winter mess from spreading and compounding.

Building Entrances & Lobbies

- Remove visible salt, slush, and moisture from entry zones
- Shake out or vacuum walk-off mats and runners
- Keep vestibules dry to prevent spread into interior spaces

High-Traffic Circulation Areas

- Sweep or vacuum main corridors, aisles, and walking paths
- Address visible salt residue or grit before it dries and spreads
- Wipe shared touch points, handles, railings, and controls

Monthly

Monthly tasks help reset all key areas to prevent long-term winter buildup or damage.

Floors & Entry Systems

- Deep clean high-traffic carpets, mats, and runners
- Wash or replace heavily used entry mats as needed
- Inspect runners, transitions, & thresholds for moisture

Dust & Air Quality

- Clean vents, returns, and fan covers
- Dust high surfaces and low-visibility areas

Breakrooms & Shared Kitchens

- Clean microwave interiors and shared refrigerator touch points
- Sanitize trash and recycling contact areas

Restrooms

- Detail grout, drains, and behind-fixture zones
- Check ventilation and moisture-prone areas for odor or buildup

Whole-Building Reset

- Address baseboards and wall scuffs in public and high-traffic areas
- Review traffic patterns and adjust mats or runners as needed

Especially for commercial businesses with in-person customers, cleaning needs can be very weather dependent. Increase frequency after storms or as needed.

Weekly

Weekly cleaning freshen up the space and keeps winter wear from becoming permanent.

Entrances, Corridors & Transitions

- Thoroughly vacuum mats, runners, edges, and corners
- Clean door frames, handles, and switches
- Wipe baseboards where traffic and debris concentrate

Floors

Hard Surface Flooring

- Full sweep or vacuum before damp mopping
- Mop using minimal moisture to lift residue

Tile

- Remove grit from grout lines and floor edges
- Damp mop with focus on transitions, corners, & thresholds

Carpeted Areas & Entry Mats

- Vacuum with focus on traffic lanes and entry zones
- Reposition or rotate rugs to balance wear patterns

Workspaces & Shared Areas

- Vacuum traffic paths within offices, open work areas, and common rooms
- Light dusting of stagnant zones where dust accumulates

Breakrooms & Shared Kitchens

- Clean appliance exteriors, handles, and touch panels
- Wipe counters, tables, sinks, and surrounding floor areas
- Mop floors to clear tracked-in residue

Restrooms

- Disinfect sinks, faucets, dispensers, handles, & hardware
- Clean mirrors, partitions, stall edges, and fixtures
- Mop floors and wipe baseboards for moisture and residue



Evanston Cleaning
Company