

# Lobbies / Entrances / Security — Daily Standards

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## Daily Cleaning Tasks

- Sweep and mop lobby/entrance floors (include entry mats).
- Wipe all door glass (inside/out), including push bar areas.
- Sanitize door handles, buttons, railings, high-touch surfaces.
- Empty all trash and recycling; replace liners; wipe rims.
- Dust & wipe counters, security desks, badge reader stations.
- Clean fingerprints on glass, smudges on lower walls, doorway debris.

## Presentation & Detail

- Straighten & vacuum mats/rugs; align furniture.
- Spot clean walls, baseboards, and door frames.
- Dust light fixtures, wall art, signage.
- Ensure sanitizer stations are stocked and wiped.
- Wipe kiosks or Tesla displays; glass streak-free.

## Safety & Professionalism

- Wet floor signs when mopping; secure caution signage in wet/icy weather.
- Keep carts & supplies out of sight.
- Check in with Security for special needs.