**CLEANING SCOPE –Corporate**

**Rough clean**

1. Remove all debris, including all offices.
2. Remove all adhesive and stickers from the interior glazing.
3. Ensure that all surfaces are free from residue.
4. Light scraping to remove any paint, drywall, and caulk.
5. Clean the interior window and door frames, removing dirt and debris.
6. Clean the basins and doors in the restrooms.
7. Sweep all floors.

**Final clean**

1. Clean the interior and exterior of all cabinet, including those in conference rooms, meeting rooms and storage areas.
2. Clean all surfaces including countertops, shelving, and sills.
3. Vacuum all carpeted areas.
4. Sweep and wash all hard surface flooring.
5. Clean all mirrors and glass surfaces.
6. Clean all electrical plates.
7. Clean all sinks, faucets, and fixtures.
8. Clean an all interior and exterior light fixtures.
9. Clean all railings.
10. Remove all stickers and labels from fixtures, windows, and appliances.
11. High dusting of HVAC ducts, light fixtures, vents, walls.
12. Wiping down all doors, frames, and door hardware, including the tops of doors.

**Fluff/puff clean**

1. Remove any remaining debris.
2. Dust all surfaces, including walls, baseboards, and any exposed fixtures or piping.
3. Polish countertops and sinks, leaving them sparkling.
4. Clean all flooring.