**CLEANING SCOPE – Retail**

**Rough clean**

1. Remove all debris
2. Remove all adhesive from interior glazing
3. Remove enough residue from all surfaces
4. Light scraping to remove paint, dry wall, and caulk
5. Clean exterior storefront window & door frames
6. Clean urinals & doors in restrooms
7. Sweep all floors, including sales and stock room

**Final clean**

1. Clean interior & exterior of all cabinets
2. Clean all surfaces, including countertops, shelving, sills
3. Vacuum all carpeted areas
4. Sweep & wash all hard surface flooring
5. Clean all walls
6. Clean all mirrors and glass
7. Clean all electrical plates
8. Clean & Sanitize bathrooms
9. Clean all sinks, faucets, fixtures
10. Clean interior & exterior light fixtures
11. Clean HVAC grilles & diffusers
12. Clean interior windows

**Fluff/puff clean**

1. Remove any remaining debris
2. Dust all surfaces
3. Polish countertops & sinks
4. Wipe down baseboards
5. Reclean flooring
6. Dust off fixtures