



# Trendy Cleaning & Maintenance

## Commercial Cleaning Checklist

### Daily Cleaning

- Empty trash bins and replace liners
- Vacuum carpets and rugs
- Mop hard floors with disinfectant
- Wipe down desks and workstations
- Clean and disinfect restrooms
- Refill soap, sanitizer, and paper supplies

### Weekly Sanitization

- Disinfect door handles and light switches
- Clean windows and glass surfaces
- Dust vents, blinds, and baseboards
- Sanitize breakroom appliances and surfaces
- Wipe down office chairs and shared equipment

### Monthly Deep Cleaning

- Steam clean carpets and upholstery
- Strip and wax hard floors
- Clean air vents and ceiling fans
- Wash walls and high surfaces
- Inspect and clean lighting fixtures

### High-Touch Surface Care

- Disinfect elevator buttons and handrails
- Sanitize reception counters and phones
- Clean shared keyboards and touchscreens
- Wipe down conference room tables and chairs

### Trendy Services to Include

- Custom cleaning schedules for offices and retail

- Eco-friendly product options
- After-hours and weekend availability
- Emergency response cleaning
- Post-construction cleaning
- Move-in/out Deep cleaning
- Landscaping
- Specialized Detailing
- Carpet cleaning
- Pressure washing