

# Post-Construction Cleaning Checklist

3-phase rough → light → final clean for commercial build-outs & renovations

## PHASE / ZONE COLOR KEY

- PPE & Site Safety
  Phase 1 — Rough
  Phase 2 — Light
  Phase 3 — Final / Detail
  Cabinetry & Millwork
- Glass & Windows
  Kitchen / Food zones
  Exterior & Handover

## 1. PREP, PPE & SITE SAFETY

*Set up before you enter the build site. ~15 min.*

- Coordinate with GC: confirm trades are off-site and utilities are operational
- Walk the site with project manager; photograph baseline condition and any pre-existing damage
- Wear hard hat, safety glasses, N95 (drywall dust), nitrile gloves, steel-toe shoes
- Color-code microfibers: RED = restroom, BLUE = glass, GREEN = food/kitchen, YELLOW = general
- Stage HEPA vacuum, microfiber systems, scrapers, adhesive remover, neutral cleaner, glass cleaner
- Place wet-floor signs and protect newly installed finishes (paper, ram board, plastic)
- Confirm dumpster location, recycling separation, and chemical disposal procedure
- Lock out any chemicals; never leave open buckets unattended near new finishes

## 2. PHASE 1 — ROUGH CLEAN (DEBRIS REMOVAL)

*Heavy debris haul-out before painters/electricians return. ~2–4 hrs depending on scope.*

- Remove and dispose of all construction debris — drywall scraps, lumber, packaging, banding
- Pull all stickers, labels, and protective film from windows, appliances, fixtures, plumbing
- Remove protective coverings from doors, hardware, and finished surfaces
- Sweep and HEPA-vacuum all floors top-to-bottom — capture fine drywall dust
- Pick up nails, screws, drywall anchors, and metal scraps with a magnetic sweeper
- Dust walls, baseboards, trim, corners, and ceiling edges (HEPA-attached vacuum first)
- Wipe down exposed pipes, ductwork, conduit, and electrical boxes
- Vacuum inside HVAC supply and return registers (do NOT remove permanent filters)
- Empty all on-site trash; transport waste to dumpster; separate recycling

## 3. PHASE 2 — LIGHT CLEAN (SURFACE DETAIL)

*After all trades complete touch-ups. Top-down, dirty-to-clean. ~3–6 hrs.*

- Re-vacuum all floors with HEPA filter — fine dust will have resettled
- Damp wipe walls, doors, door frames, trim, and baseboards
- Clean and remove paint overspray, caulk, joint compound, or grout from all surfaces
- Wipe down light fixtures, ceiling fans, vents, and diffusers
- Clean all electrical outlets, switch plates, and cover plates (de-energize if needed)
- Damp wipe HVAC vent louvers (supply and return)
- Wipe down sprinkler heads, smoke detectors, and security sensors (do not test)
- Spot clean scuff marks from baseboards, walls, and door jambs
- Wipe handrails, stair stringers, and stair treads
- Vacuum inside elevator cab; wipe panels and tracks

## 4. CABINETRY, DRAWERS, CLOSETS & MILLWORK

Open every door and drawer. ~30–60 min per room.

- Vacuum and damp wipe inside all drawers and cabinets — every single one
- Damp wipe all interior cabinet shelves and bottoms
- Clean and polish exterior cabinet faces, doors, and pulls
- Wipe down closet shelves, rods, and hooks
- Dust all built-in furniture, reception desks, and fixed millwork
- Remove sawdust and debris from inside closet tracks and drawer slides
- Clean and polish countertops and backsplashes (use stone-safe pH for natural stone)

## 5. WINDOWS, MIRRORS & GLASS SURFACES

Last task in the room — never re-touch. ~20–40 min per area.

- Wash all interior glass — windows, partitions, sidelights, transoms
- Wash exterior glass where safely accessible (note any lift / boom needs)
- Remove all stickers, protective film, and tape residue (use safe scraper at 45°)
- Wipe down window sills, ledges, frames, and tracks (vacuum debris first)
- Clean mirrors and chrome — streak-free finish
- Polish all glass partitions, door glass, and storefront glass
- Verify no scratches; document any glass damage and notify GC immediately

## 6. RESTROOMS

Use RED microfibers only. ~30 min per restroom.

- Sanitize toilets, urinals, sinks, tubs, and shower stalls — full dwell time
- Clean and polish all mirrors, faucets, and chrome fixtures
- Remove excess caulk, adhesive, paint flecks, and grout haze from tile
- Clean grout lines and tile surfaces — top to bottom
- Wipe down stall partitions, doors, and hardware
- Refill dispensers if installed (soap, paper towels, toilet paper, seat covers)
- Vacuum and mop floors with germicidal disinfectant; pay attention to corners
- Verify all plumbing fixtures function; flush toilets to clear lines

## 7. KITCHENS & BREAK AREAS

Use GREEN microfibers. ~45 min.

- Clean and disinfect countertops, backsplashes, and bar tops
- Wipe down all appliances inside and out — fridge, microwave, dishwasher, oven
- Remove protective film from stainless steel; polish in direction of grain
- Sanitize all sinks, faucets, and drain covers
- Clear sawdust and debris from inside cupboards, drawers, and pantry shelves
- Vacuum and mop kitchen flooring; pay attention to base of cabinets
- Wipe down vending machine and water cooler exteriors (if installed)

## 8. PHASE 3 — FINAL DETAIL CLEAN

*The 'wow' pass before walkthrough. Top-down, work toward exit. ~2–3 hrs.*

- Final HEPA vacuum of all carpet using triple-filter machine
- Sweep, mop, and finish all hard floors (VCT, LVT, polished concrete, tile)
- Polish, seal, or buff floors where applicable (per spec sheet — do not over-coat)
- Spot polish all stainless steel, glass, and chrome — no streaks
- Re-wipe any horizontal surface that collected dust during day's work
- Touch up door glass, partitions, and high-traffic fingerprints
- Empty all trash; replace liners; haul to dumpster
- Quick re-walk: ceiling corners, light fixture bowls, top of door frames

## 9. EXTERIOR & ENTRYWAYS

*First impression for the walkthrough. ~30–60 min.*

- Power wash walkways, driveways, patios, and entry pads (where authorized)
- Clean all exterior doors, kick plates, push bars, and door glass
- Sweep entry mats and walk-off areas; vacuum carpeted mats
- Wipe storefront signage, address numbers, and exterior light fixtures
- Remove construction stickers and labels from exterior glass
- Remove all remaining waste; verify dumpster pickup is scheduled
- Check parking-area drains and curb lines for construction debris

## 10. FINAL WALK-THROUGH & HANDOVER

*Walk every room with GC or facility manager. ~30 min.*

- Walk every room top-down with GC / FM; document with timestamped photos
- Verify zero dust on top of door frames, light fixtures, and HVAC diffusers
- Confirm all glass is streak-free under direct light
- Test light switches and verify all bulbs work; flag any out for GC
- Run faucets and flush toilets; confirm no plumbing issues
- Note any damaged finishes, scratches, or punch-list items in writing
- Hand over signed cleaning checklist and after-photos to GC / FM
- Schedule any 24/48-hour touch-up clean if requested before tenant move-in

## Don't want to clean it yourself?

Let our trained, insured, women-owned crew handle your post-construction clean. HEPA vacuums, microfiber systems, color-coded protocols — turnkey for your walkthrough.

**CALL US: (561) 786-2039**

**BOOK A WALKTHROUGH**

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