

Fall Cleaning Checklist for NYC Commercial Properties

A practical seasonal reset for cleaner, safer and more welcoming workplaces. Use this checklist to prepare your property for colder weather and heavier indoor traffic.

FALL RESET

Clear away summer dust, manage leaf debris and refresh high-traffic spaces before winter.

01 Entrances & Entryways

- Remove leaves, grit and debris at doors
- Clean entry mats; check for trip hazards
- Polish door handles and entry glass
- Refresh lobby floors and thresholds

02 Floors & Carpets

- Vacuum carpet edges and under furniture
- Spot-treat stains; extract where needed
- Dust-mop and damp-mop hard floors
- Apply seasonal floor care as appropriate

03 Restrooms

- Disinfect fixtures, partitions and touchpoints
- Detail grout, corners and behind toilets
- Clean mirrors; replenish soap and paper
- Check odour control and ventilation

04 High-Touch Surfaces

- Disinfect switches, railings and lift buttons
- Wipe push plates, handles and shared controls
- Sanitise reception and common touchpoints
- Use surface-appropriate products

05 Windows & Glass

- Clean interior glass, sidelights and partitions
- Remove fingerprints from glazed doors
- Dust sills, tracks and ledges
- Flag exterior panes needing specialist access

06 Vents & Overlooked Areas

- Dust accessible grilles and return vents
- Wipe baseboards, corners and door frames
- Clean beneath radiators and furniture
- Report blocked vents or maintenance concerns

07 Common Areas & Workspaces

- Dust shared surfaces and reachable fixtures
- Vacuum upholstery and fabric seating
- Clean lift interiors and stair handrails
- Reset bins, floors and presentation

A complete seasonal refresh, from desk to doorstep

08 Workstations & Shared Equipment

- Wipe desk edges and shared work surfaces
- Disinfect shared phones and peripherals
- Dust monitor stands and cable areas
- Clean around—not through—personal items

09 BreakAreas

- Sanitise counters, tables and appliance handles
- Clean microwave interior and exterior
- Detail sink, taps and splashback
- Empty bins and mop floors

10 Conference Rooms

- Disinfect table, chair arms and controls
- Clean display screens with approved methods
- Dust ledges and conference equipment
- Reset seating and remove marks on glass

11 StorageAreas

- Clear walkways and remove loose debris
- Dust reachable shelving and ledges
- Clean floors around stored items
- Flag spills, pests or access concerns

12 ReceptionAreas

- Disinfect desk, visitor counter and seating
- Polish entry glass and reception surfaces
- Dust signage, décor and reachable fixtures
- Refresh mats and presentation details

13 Waste & Outdoor Debris

- Empty, clean and reline interior receptacles
- Remove leaves from entry paths and thresholds
- Check bin areas for litter and odours
- Keep drains and access routes clear

14 Fall Deep Cleaning Priorities

- Schedule carpet extraction and floor refinishing
- Plan high-level dusting and detailed glass care
- Address neglected corners and behind furniture
- Set a recurring winter maintenance schedule

Ready for a Cleaner, Winter-Ready Property?

Let Us tailor a fall cleaning plan to your building and schedule.

[Get Your Fall Cleaning Plan](#)

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