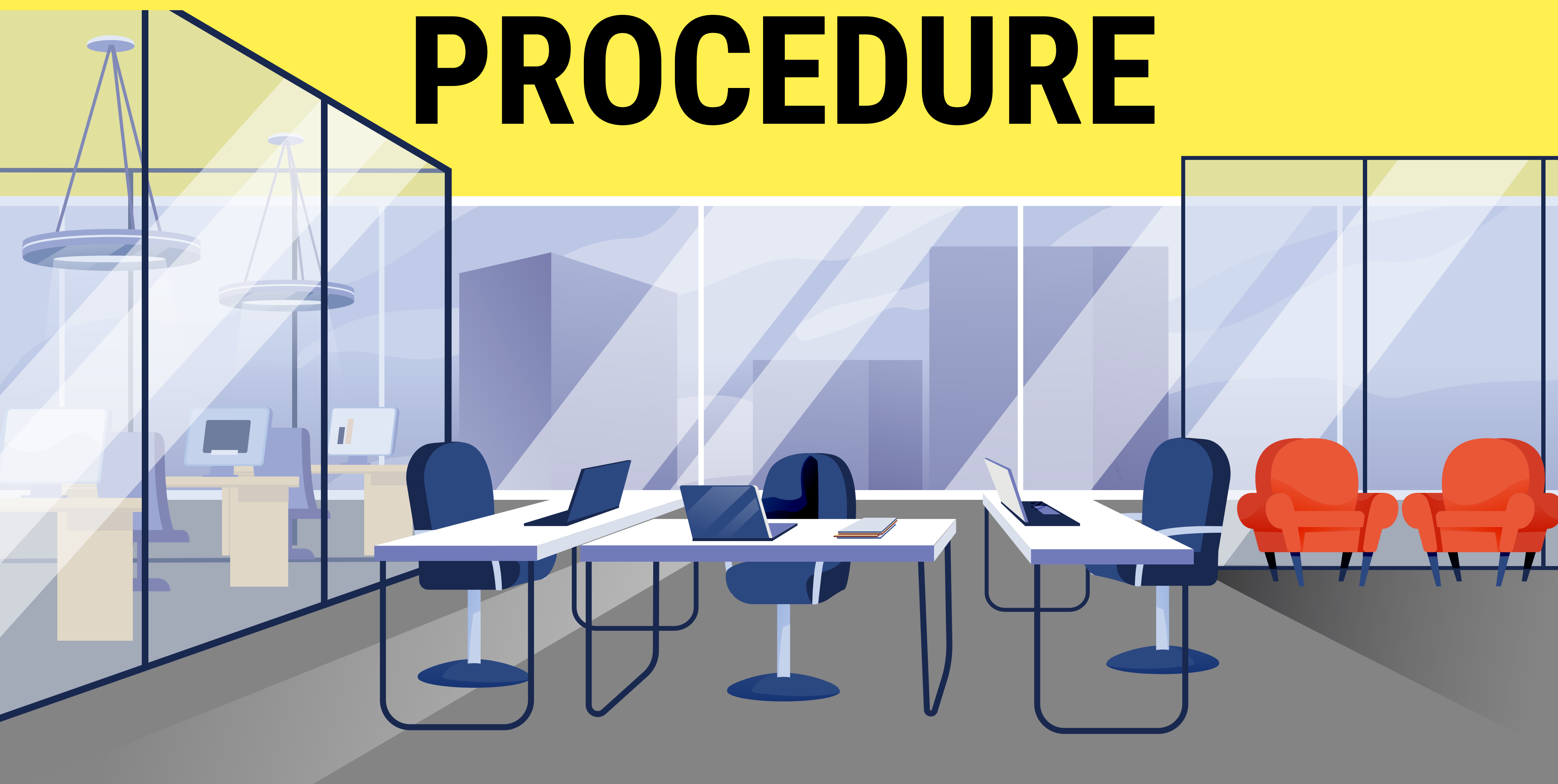


5 STEPS TO INCLUDE IN YOUR LOBBY CLEANING PROCEDURE



A business's lobby is the first impression someone gets of your company. Whether a customer, client, employee or potential partner walks through your doors, you want them to be welcomed by a comfortable, inviting and aesthetically pleasing space.

FOCUS ON THE FLOORS

01

Whether you have tile, wood or carpet, you can expect the floors in your lobby to accumulate a significant amount of dirt and grime, especially if your business gets a lot of foot traffic. To keep up with the mess, create a cleaning schedule for your flooring. Hard floors should be swept multiple times throughout the day, while carpeted areas should be vacuumed at least once daily. If spills occur, spot clean them immediately to reduce the risk of stains or slips and falls.

our floor cleaning routine may vary depending on the weather and amount of foot traffic. For example, rainy and snowy seasons may track in more dirt, debris and moisture that should be cleaned more regularly.



02

CLEAN LOBBY FURNITURE



Lobby furniture can harbor a surprising amount of sweat, oils, dirt, food particles and debris, especially if it's not cleaned regularly. Perform a simple cleaning or wipedown daily, using a product approved by furniture manufacturers. Vacuum using an upholstery cleaning tool on your furniture at least once a week to remove all dirt and allergens. Then, have your furniture professionally cleaned at least once a year to effectively remove stains, odors and ingrained dirt.

WIPE DOWN KICK PLATES

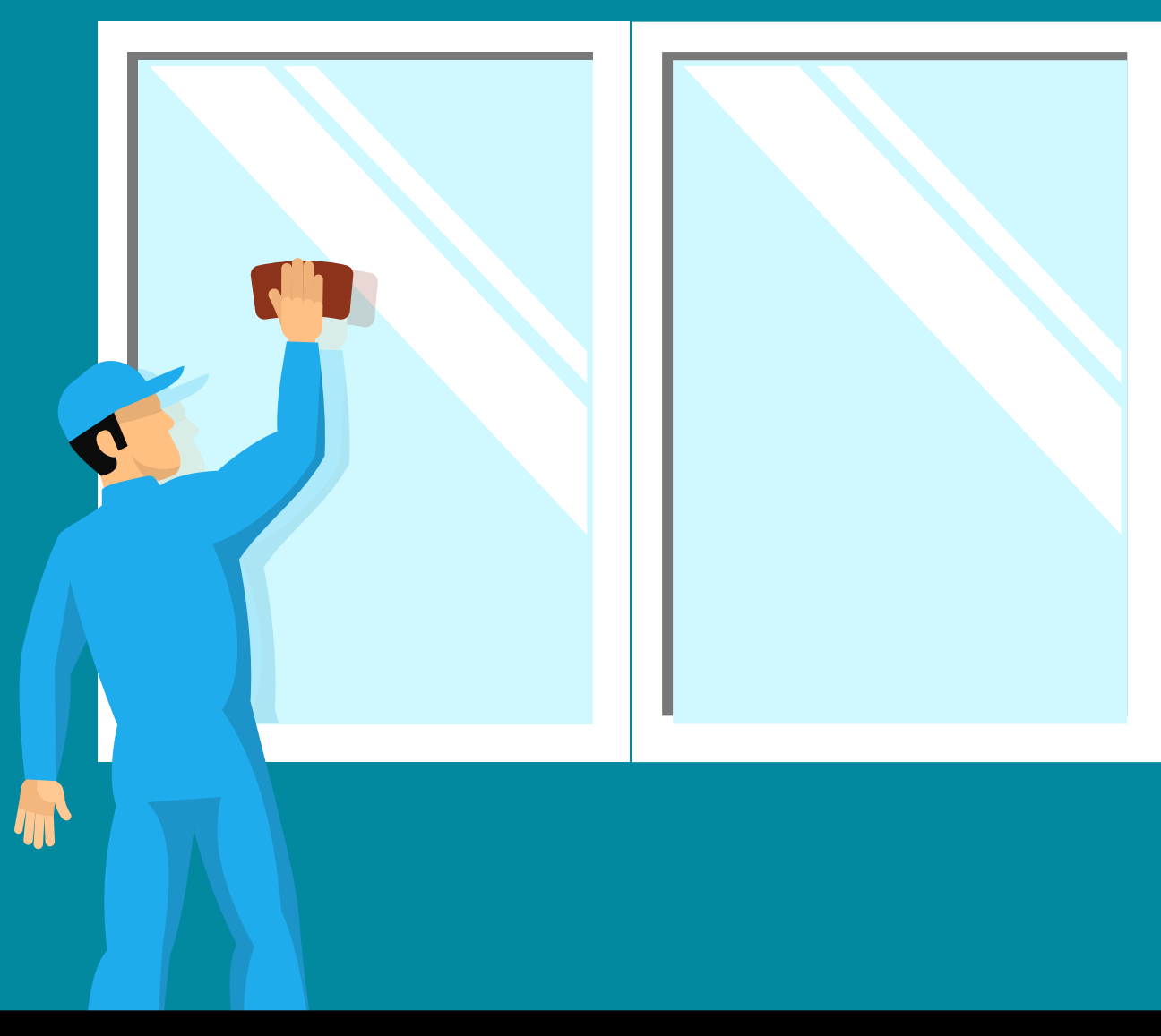
03

Kick plates are another part of the lobby that can be easily missed. Kick plates can quickly become dirty, smudged and scuffed, leading to permanent scratches or marks down the road. To keep your building looking pristine, wipe down the kick plates on both sides of your company's doors at least once per week.



04

WIPE DOWN WINDOW LEDGES



Like all flat surfaces in a lobby, window ledges are likely to gather an unsightly amount of dust and dirt. During your daily cleaning routine, remember to wipe down these surfaces to keep them clear of debris.

KEEP THE RECEPTION AREA TIDY AND ORGANIZED THROUGHOUT THE DAY

05

Since the reception desk is typically the focus on the lobby, it makes sense that this space should also be the main focus of a lobby cleaning routine. Throughout the day, employees should take advantage of any downtime to tidy up and organize their spaces. Reception areas should be cleaned and organized, with confidential items appropriately put away before staff members leave for the day.

