

# Everything Your Building Needs Before Fully Returning

After two years of offices across the country being partially shut down by the pandemic, the doors are finally starting to fully reopen once again. And that means you — your coworkers' fearless office manager — have a ton to do in advance of returning back to the building.

## Furniture Throughout Office

- Wipe down employee desks and chairs
- Wipe down tables in shared spaces
- Clean out and wipe down shelves and file cabinets
- Clean upholstery

## Restrooms

- Clean and disinfect sinks, toilets and urinals
- Wipe down countertops and mirrors
- Mop floor
- Restock toilet paper, paper hand towels and hand soap
- Check hand dryer works and has good airflow
- Check all water fixtures (sinks, toilets, urinals) for leaks, smelly drains and dried-out gaskets to ensure proper functioning. Repair as required

## Conference, Huddle, Auditorium and Meeting Rooms

- Clean tables and chairs
- Clean whiteboards
- Check tech (projector, internet connectivity, wiring, dongles, outlets, etc.)

## Employee Offices

- Wipe down employee desks and chairs
- Erase and spray cleaner on whiteboards
- Vacuum carpet
- Touch-up paint any blemishes on walls
- Clean glass on any office windows

## Break Rooms & Kitchen

- Clean out fridges and freezers. Dispose of all expired items, then wipe down shelves inside
- Vacuum dust from vents on all kitchen appliances
- Clean kitchen hood and vent
- Check ice machine and water coolers/dispensers/fountains. Change filters and check supply lines
- Clean inside oven and microwave
- Check sink for leaks and smelly drains
- Wipe down countertops
- Mop/vacuum floor
- Wash linens/towels
- Check condition and expiration date of fire extinguishers
- Restock snacks
- Restock all supplies (paper products, utensils, coffee, creamers, sweeteners, cups, tops, stirrers, straws, cleaners, sponges, dish scrubbers, etc.)

## HIGH-TOUCHPOINT AREAS

Be sure to pay extra attention and provide repeated disinfection to these areas: door knobs and handles, elevator buttons, photocopy rooms, pantry areas, stair rails, light switches, turnstiles, seating areas.  
**Stay safe in there!**

## SPECIALTY ROOMS

Don't forget to tend to Wellness and Mothers' Rooms, Gyms, Showers and Lockers, and Mailrooms!

## Flooring Throughout Office

- Care for natural stone
- Mop tile and scrub grout
- Sweep and polish wood flooring
- Clean and vacuum carpet
- Remove stains, care for and restore and floor blemishes

## IT Server Room & Communications Closet

- Properly dispose of/recycle e-waste from the server room (check with IT Dept. first)
- Donate working tech hardware to Goodwill computer center
- Check connections and ink levels on printers
- Check WiFi-generating devices, ensure good signal strength, coverage throughout office and network security
- Ensure proper ventilation and cooling in server room (and office data center)

## Storage Rooms & Closets

- Restock office supplies closet
- Restock snack closet
- Restock refrigerator

## MISCELLANEOUS ITEMS

- Touch-up paint throughout the office (scuff marks, etc.)
- Construction clean-up
- Handyman services
- Seasonal needs (snow and ice removal, storm cleanup, etc.)
- Trash, junk and recycling removal
- Check ceiling tiles for stains/damage, replace if needed
- Vacuuming, dusting and spot cleaning
- Watering and replanting office/desk plants
- Water damage and mold remediation
- Deep cleaning

## Windows & Blinds Throughout Office

- Care for natural stone
- Mop tile and scrub grout
- Sweep and polish wood flooring
- Clean and vacuum carpet
- Remove stains, care for and restore floor blemishes

## Entryways, Lobbies & Stairwells

- Wipe down stair handrails (and check sturdiness)
- Spray glass cleaner and wipe all interior windows
- Oil door hinges, check/add door stops
- Disinfect furniture and upholstery
- Ensure building access system is working properly

## Exterior of Building

- Pressure washing the building's facade
- Remove graffiti
- Wash windows (exterior)
- Apply fresh coat of paint

## Outdoors & Landscaping

- Pressure wash walkways and sidewalks
- Wipe down handrails (and check sturdiness)
- Sweep and pressure wash patio
- Trim trees and bushes
- Cut grass
- Plant flowers and other greenery
- Check fences and handrails, repair as needed
- Check lawn sprinkler system for leaks
- Check drainage for any blockages
- Clean outdoor seating areas, including nearby trash cans

## BUILDING SYSTEMS TO HAVE SERVICED

- HVAC, ductwork and central air filters to ensure great Indoor Air Quality (IAQ)
- Plumbing, to prevent leaks and pipe bursts
- Engineering and Mechanical systems
- Lighting, Power and Electrical Wiring
- Network Communications and Data
- Fire Alarm and Sprinkler System
- Building Access and Security (cameras, locks, card entry)

## Upgrades & Additions

- Add hand sanitizer stations in common areas
- Rearrange office to accommodate social distancing. Develop seating and floor plans to meet guidelines per your local government
- Determine how to effectively maximize your floorplan to accommodate in-office, hybrid and remote workers by using smart technology
- Install no-touch fixtures, dispensers and door openers
- Install UV Devices and UVC lighting for disinfection
- Install occupancy sensor technologies
- Set up room-reservation technology
- Implement contact-tracing technology
- Make face masks, latex gloves, disinfecting wipes and other PPE readily available throughout office

## Parking Garage, Surface Lot & Valet

- Restripe parking spaces
- Sweep and rinse off parking areas
- Ensure access gate works properly
- Wipe down podiums, key boxes, telephones, ticket dispenser buttons, intercom buttons and pay-on-foot machines

## ABM Can Help

So, how's your office's return-to-office list coming along? Need a hand getting it all done in time for the big day? Don't worry, ABM's Specialty Services team is here to help you become the hero your office needs.



ONE-TIME DEEP CLEAN



UPHOLSTERY & CARPET CLEANING



CONSTRUCTION CLEANUP & PRESSURE WASHING



TILE, GROUT & FLOOR CLEANING

We offer individualized, short-term contract options, each designed to take care of the items that don't demand routine cleaning. Contact us today, and let ABM help you fully reopen with confidence.

Visit [ABM.com/SpecialtyServices](https://www.abm.com/SpecialtyServices) or call our experts at **866.624.1520** to learn more.