



# Our Commercial Services

With years of experience, we know what it takes to provide facility management and maintenance professionals with the commercial cleaning services needed to preserve their high-quality business environments.

Our commercial cleaning services allow organizations to deliver a superior customer experience, extend the useful lives of their assets, and provide employees with a superior work environment. With Top to Bottom Cleaning, your lobbies, restrooms, break rooms, and desks will look their best. Your floors will shine, and your upholstery will last longer.

We can create custom commercial cleaning service solutions to meet your needs. Our personalized cleaning packages can fit large or small budgets as well as large or small buildings. We will work with you to develop cost-effective, efficient strategies that will meet your specific needs without compromising on the results. These service packages will allow you to streamline your billing process and create more productive, profitable facilities.

No matter how many locations you have or cleaning services you need, Top to Bottom Cleaning will always be on time and on budget.

- ✓ Emptying trash bins and replace bags every day
- ✓ Thoroughly vacuuming all carpets
- ✓ Sweeping and mopping all tile and wood flooring
- ✓ Sanitizing door handles
- ✓ Dusting room fixtures on a weekly basis
- ✓ Making sure all lights are turned off and all doors are locked at the end of each session

We also understand that different areas require different kinds of office cleaning products or services, and our professional cleaners are trained accordingly. Each area has a specific office cleaning checklist that our workers need to complete as part of their regular commercial janitorial responsibilities.

## Break Room Cleaning Services

It should come as no surprise that the break room is typically one of the areas most in need of office cleaning services. After all, it's the place where many of your employees cook, eat, store – and sometimes even leave! – food. Messiness there can lead to employees transferring germs and having allergic reactions. That's why our break room cleaning services are all-inclusive:

- ✓ Cleaning the inside of refrigerators, coffeemakers, and microwaves
- ✓ Sanitizing the outside handles of these appliances
- ✓ Wiping down counter tops, cabinets, tables, and chairs
- ✓ Cleaning the sink, the faucet, and its handles
- ✓ Checking and replacing the roll of paper towels

## Common Area Office Cleaning Services

Some companies have common or social areas outside of break rooms, as well as meeting rooms and waiting rooms for clients. We know how important your clients' first impressions are, so our professional cleaners go above and beyond our regular trash removal and floor cleaning services to ensure a clean, professional atmosphere.

- ✓ Cleaning all glass doors/windows/furniture
- ✓ Wiping down any exposed woodwork
- ✓ Turning off all lights in the room and locking the door

## Office Cleaning Services for Restrooms

Perhaps one of the most important parts of office cleaning service is restroom cleaning. It doesn't matter if the rest of your office space is immaculate if your bathrooms are dirty. Our commercial janitorial crews always carry comprehensive restroom checklists because we want to ensure that our clients never have any complaints about their cleanliness. Every cleaning, our workers:

- ✓ Empty trash and change the bag
- ✓ Clean and sanitize the toilet seats, handles, and bowls
- ✓ Scrub and sanitize urinals and their handles
- ✓ Sanitize restroom door handles and toilet paper holders
- ✓ Check soap dispensers, air freshener cartridges, paper towels, and toilet paper and replace or refill as necessary

But Top to Bottom office cleaning services don't stop there. If your business needs professional cleaners for a specific reason, such as after a move or renovation, we have the resources to help. Even if it's been a while since your last office cleaning, our commercial janitorial crew can provide the thorough service you need to get your space up to par.

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## General Cleanup

- ✓ Clean walls (includes dust, dirt, scuffs, smudges)
- ✓ Dust ceilings and ceiling fans
- ✓ Clean trim, baseboards, window frames, and door frames
- ✓ Dust handrails, mantels, and other various woodwork
- ✓ Clean sides and tops of doors
- ✓ Remove any paint, mud, and debris from hinges
- ✓ Clean interior masonry (brick, rock, marble, etc.)
- ✓ Vacuum carpet (taking care around the edges)
- ✓ Clean floors (this may or may not include buffing, waxing, sealing, etc.)
- ✓ Clean windows (glass, tracks, frames, etc.) and remove any stickers
- ✓ Clean light fixtures and bulbs
- ✓ Clean electrical switches and outlets

## Let our Office Cleaning Services keep you looking Good

At Top to Bottom Cleaning, we measure our success by that of our clients, and we truly believe that a cleaner, healthier work space helps a business's bottom line by attracting new customers and increasing productivity.

## Construction Cleaning

When your commercial construction is complete, Top to Bottom Cleaning provide the final, thorough and detailed cleaning that's needed after construction debris has been removed. Contractors and building construction managers can rely on our experienced staff to remove and clean up dirt, dust and debris that construction crews leave behind. We are dedicated to going above and beyond service expectations, with resources readily available to do the job quickly and effectively.

- ✓ Remove floor vents so that you can vacuum ducts
- ✓ Clean inside closets, inside cabinets, and on top of shelves
- ✓ Remove drawers and clean underneath
- ✓ Clean blinds/shutters
- ✓ Remove and dispose of all trash
- ✓ Remove and dispose of any protective plastic film

## Utility/Laundry/Garage

- ✓ Clean cabinets inside and out
- ✓ Clean appliances inside and out
- ✓ Sweep and/or vacuum floors
- ✓ Wipe clean furnace, water heater, and other utilities



## Entry & Exits

- ✓ Clean doors
- ✓ Vacuum and dust entryway
- ✓ Sweep and clean porch
- ✓ Clean threshold
- ✓ Clean exterior lights and remove any sticker

## Bath

- ✓ Clean cabinets inside and out
- ✓ Clean excess caulking, adhesives, and debris from sinks/faucets
- ✓ Clean toilets
- ✓ Dust mop walls
- ✓ Clean mirrors and glass
- ✓ Remove any stickers from toilet, bathtub, sink, etc.
- ✓ Remove all packaging, plastic, labels, etc. and throw away

## Kitchen

- ✓ Vacuum, dust, and clean shelving and drawers
- ✓ Clean cabinet doors, tops of cabinets, glass, etc.
- ✓ Scrub counter tops, edges, and back splashes
- ✓ Dust mop walls and floors
- ✓ Clean excess caulking, adhesives, and debris from sinks/faucets
- ✓ Clean appliances inside and out (and under!)
- ✓ Remove all packaging, plastic, labels, etc. and throw away

