

Commercial carpet care checklist

Tick each line when it is done, then file the sheet with your carpet records.

Facility _____ Address _____

Walked by _____ Date _____

Daily

- ☐ Entrances, lobbies, elevator landings and main corridors vacuumed
- ☐ Mat at every exterior door vacuumed
- ☐ Curled, shifted or bunched mats straightened
- ☐ Fresh spills blotted with a clean white cloth
- ☐ Gum, staples and grit picked up
- ☐ Spill location and cause written in the spill log

Weekly

- ☐ Private offices, meeting rooms and light rooms vacuumed
- ☐ Edges along walls, baseboards and thresholds done with a crevice tool
- ☐ Light chairs and bins moved to vacuum underneath
- ☐ Vacuum bags emptied, filters cleaned, brush roll cleared
- ☐ Spot kit restocked with clean white cloths
- ☐ Repeat stains from the spill log flagged for the next visit

Monthly

- ☐ Graying traffic lanes marked on the floor plan
- ☐ Spots that came back after the last cleaning noted
- ☐ Mats still cover the full walking path inside each door
- ☐ Ripples, open seams or lifting tile edges reported to your installer
- ☐ Sprouted tufts snipped level with the pile, never pulled
- ☐ Chair mats under desks checked for cracks and curled edges
- ☐ Hard-floor mopping stops at the carpet edge

Quarterly

- ☐ Each zone compared with last quarter's notes
- ☐ Extra mats and interim visits planned for wet or dusty months
- ☐ Restoring cleans on the calendar for heavy zones
- ☐ Spill patterns reviewed, such as a coffee station needing its own mat
- ☐ Supervisor inspection notes reviewed with your carpet crew

Yearly

- ☐ Maintenance section of each carpet warranty read
- ☐ Cleaning invoices, service notes and spill logs filed together
- ☐ Restoring clean booked for light zones that are due
- ☐ Large cleans timed for breaks, slow weeks or closures
- ☐ Floor plan updated for rooms that changed use
- ☐ Next year's program and budget set at a walkthrough

To plan with Corridor

- ☐ Walkthrough date and zones marked on your floor plan
- ☐ Warranty maintenance terms ready to share
- ☐ Rooms with early openings, late events or tight access
- ☐ Lanes and repeat spots from your monthly notes

Notes
