

# FLOOR CARE CHECKLIST

Professional Maintenance Record

Location: \_\_\_\_\_

Month/Year: \_\_\_\_\_

## DAILY MAINTENANCE

TASK DESCRIPTION	MTWTFSS
High-traffic area dust mopping / sweeping	-----
Entrance mat vacuuming and debris removal	-----
Spot cleaning (spills, scuffs, adhesives)	-----
Damp mop with neutral cleaner (Hard surfaces)	-----

## WEEKLY DEEP CARE

REQUIREMENT	COMPLETED
Edge vacuuming and corner detail cleaning	
High-speed burnishing (Finished floors)	
Grout line inspection and localized scrubbing	
Baseboard wiping and dust removal	

## MONTHLY & SEASONAL RESTORATION

TASK	DATE SCHEDULED	STATUS
Machine scrub and top-coat reapplication	_____	[ ]
Carpet hot water extraction (Deep clean)	_____	[ ]

TASK	DATE SCHEDULED	STATUS
Hardwood floor screen and recoat	_____	[ ]
Strip and wax (Full restorative service)	_____	[ ]

Special Observations / Supply Needs:

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