

The Post-Construction Cleanup Checklist

What “ready for occupancy” actually means — and how to verify it before you hand over the keys.

READY-FOR-OCCUPANCY STANDARD

ROUGH CLEAN • FINAL CLEAN • TOUCH-UP

Post-construction cleanup isn't one job — it's three distinct phases, each with its own standard. Skipping a phase, or rushing the final walkthrough, is the most common reason handovers get delayed or tenants come back with complaints. This is the exact standard Probello crews follow on every job, so you know precisely what should be done, in what order, before a space is signed off as move-in ready.

1 Rough Clean Phase

Happens immediately after major construction work wraps, before finishing trades begin.

- ☐ Remove all construction debris, packaging, and leftover materials
- ☐ Sweep and vacuum loose dust from floors, sills, and ledges
- ☐ Apply or check protective film/coverings on finished surfaces before finishing trades start
- ☐ Clear stairwells, hallways, and exits of debris for safe trade access
- ☐ Remove labels and stickers from windows, fixtures, and appliances

2 Final Clean Phase

Happens once all trades are finished and the space is structurally complete.

- ☐ Detail-clean all surfaces: counters, cabinets, sills, baseboards, and trim
- ☐ Polish and clean all fixtures — light fittings, hardware, switch plates, vents
- ☐ Clean interior and exterior of all windows and glass, including tracks and frames
- ☐ Deep clean bathrooms and kitchens/kitchenettes, including all fixtures and grout lines
- ☐ Vacuum and spot-clean carpets; scrub and finish hard flooring per surface type
- ☐ Wipe down all doors, door frames, and handles
- ☐ Remove any remaining adhesive, paint spatter, or construction residue

Final Verification

Finish the touch-up review, then complete the sign-off before handover.

PROJECT / SITE	DATE	SITE CONTACT

3 Touch-Up Phase

Happens 24-72 hours before the client or tenant walkthrough.

- ☐ Re-inspect all glass and mirrors for streaks or new dust
- ☐ Re-check high-touch points: door handles, light switches, elevator buttons
- ☐ Spot-clean any marks left by moving furniture, equipment, or final deliveries
- ☐ Confirm all protective film and coverings have been fully removed
- ☐ Final walk-through with a written punch list, corrective actions closed before sign-off

The 10-Point Ready-for-Occupancy Sign-Off

CHECK EVERY BOX
BEFORE HANDOVER

- | **01** All construction debris and materials removed from the site
- | **02** All protective film and coverings removed
- | **03** Every window and mirror cleaned, streak-free, tracks included
- | **04** Floors finished per surface type, no visible residue or dust
- | **05** All fixtures (lighting, plumbing, hardware) wiped down and functional-looking
- | **06** Bathrooms and kitchens fully sanitized and detailed
- | **07** Vents and HVAC returns free of visible dust
- | **08** All high-touch points (handles, switches, rails) cleaned
- | **09** Written punch list reviewed with zero open corrective items
- | **10** Final walkthrough completed and signed by an accountable site contact

Final Walkthrough

Accountable site contact confirms the space is ready for occupancy.

SIGNATURE

DATE

Want this handled for you instead of checked by hand?

Probello Facility Services runs post-construction cleanup across the Greater Toronto Area, with a written scope of work, trained crews, and a supervisor sign-off on every job — so your handover is ready the first time.

REQUEST A FREE WALKTHROUGH

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