Office cleaning checklist by frequency

Walk the office with this sheet and tick each task you want covered.

Office _____ **Address** _____

Walked by _____ **Date** _____

Each visit

- ☐ Waste and recycling bins emptied and relined at desks, copiers and the kitchen
- ☐ Toilets, urinals, sinks, mirrors and restroom floors cleaned and restocked
- ☐ Break area counters, tables, sink and appliance fronts wiped
- ☐ Door pulls, push plates, light switches and the time-clock wall wiped
- ☐ Reception counter, visitor chairs and the sign-in station cleaned
- ☐ Entry mats vacuumed and grit from the plant door cleared off the floor
- ☐ Carpeted walkways vacuumed, hard floors swept and damp-mopped
- ☐ Smudges taken off the lobby door glass and side lights

Weekly

- ☐ Private office desks dusted where they are clear of papers
- ☐ Conference tables, chair arms and whiteboard trays wiped down
- ☐ Carpet along walls and beneath desks given a detail vacuum
- ☐ Microwave interior and the refrigerator door and handle cleaned
- ☐ Interior door frames, kick plates and partition glass spot-cleaned
- ☐ Stall doors and partition panels washed inside and out
- ☐ Shared handsets and the dispatch counter surface wiped

Monthly

- ☐ Supply and return air grilles dusted
- ☐ Baseboards and cove base wiped through the office wing
- ☐ Window sills, blinds and the tops of picture frames dusted
- ☐ Upholstered reception seating vacuumed
- ☐ Breakroom cabinet fronts and the wall behind the trash area spot-washed
- ☐ Light lenses and the tops of tall file cabinets dusted

Quarterly and periodic

- [ ] Office carpet cleaned by hot-water extraction, lanes from the plant door first
- [ ] Vinyl tile in the kitchen or corridor stripped and refinished
- [ ] High ledges, ceiling vents and exposed ductwork above the office dusted
- [ ] Restroom deep clean of tile, grout lines and fixtures
- [ ] Exterior entry glass and office windows washed
- [ ] Entry walkway and smoking area pressure washed

Notes