Office cleaning checklist: each visit through quarterly

Walk the office before staff arrive and tick each line you find finished; note the rest.

Office _____ **Address** _____

Walked by _____ **Date** _____

Each visit

- ☐ Trash and recycling collected, fresh liners in every bin
- ☐ Restroom toilets, urinals, sinks, counters, mirrors and floors cleaned
- ☐ Paper, soap and liners refilled in restrooms and kitchen
- ☐ Kitchen counters, sink, tables and appliance fronts wiped
- ☐ Door handles, switches, copier buttons and rails wiped
- ☐ Cleared desktops and shared surfaces cleaned, papers untouched
- ☐ Reception counter and entry glass free of handprints
- ☐ Walkway carpet vacuumed; hard floors swept and damp-mopped

Weekly

- ☐ Ledges, sills, cabinet tops and partition edges dusted
- ☐ Private offices vacuumed wall to wall
- ☐ Meeting room chairs wiped and table bases dusted
- ☐ Interior glass partitions and glass doors cleaned
- ☐ Microwave inside and fridge door seals wiped
- ☐ Hallway and lobby baseboards dusted
- ☐ Restroom stall doors and partitions wiped

Monthly

- ☐ Air vents and return grilles dusted
- ☐ Door frames, kick plates and partition tops wiped
- ☐ Chair bases and upholstered seats vacuumed
- ☐ Wall art, signs and frames dusted
- ☐ Kitchen cabinet fronts and pulls wiped
- ☐ Storage rooms and supply closets swept
- ☐ Carpet spots treated in traffic lanes and at desks
- ☐ Trash and recycling containers washed

Quarterly or on a set cycle

- [ ] Hard floors scrubbed and recoated on their planned cycle
- [ ] Floors burnished between recoats
- [ ] Carpet hot-water extraction in walkways and busy rooms
- [ ] Windows cleaned inside and out
- [ ] High fixtures, vents and ledges dusted
- [ ] Restroom grout scrubbed and fixture scale removed
- [ ] Entry walks pressure washed

Your follow-up

- [ ] Missed tasks noted with room and date
- [ ] Rooms that should move to a busier column marked
- [ ] Notes sent to your cleaning contact

Notes