### horizontal line**Housekeeping Checklist for Office Building**

#### **General Information**

* **Date:** [Insert Date]
* **Building Name:** [Insert Building Name]
* **Floor/Section:** [Insert Floor/Section]
* **Housekeeper Name:** [Insert Name]

#### **Checklist Categories**

#### **1. Common Areas**

* Dust surfaces and furniture
* Sweep and mop floors
* Empty trash bins and replace liners
* Clean and sanitize elevator buttons

#### **2. Workspaces**

* Dust desks and computers
* Clean and organize cubicles
* Vacuum carpets or rugs
* Sanitize frequently touched surfaces

#### **3. Restrooms**

* Clean and disinfect toilets and sinks
* Restock paper towels and soap
* Empty trash bins and sanitize
* Mop restroom floors

#### **4. Kitchen/Break Room**

* Clean countertops and appliances
* Refill supplies (coffee, utensils, etc.)
* Empty trash bins
* Mop or sweep floors

#### **Additional Notes**

[Insert any additional notes or instructions here]

#### **Signatures**

* **Completed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_
* **Supervisor Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_