
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:** _____