

Office Cleaning Checklist

Reception/Common Area

- Straighten entryway mats
- Clean front door/window glass inside and out
- Dust reception area tables, countertops and all hard surfaces
- Vacuum all carpet and upholstered furniture
- Sweep all hard surface flooring
- Wipe down/disinfect all phones
- Empty all trash cans, replace liners

Conference Room

- Dust filing cabinets, table, countertops, bookshelves and all hard surfaces
- Vacuum all carpet and sweep hard surface flooring
- Vacuum upholstered furniture
- Dust table, countertops and all flat surfaces
- Wipe down/disinfect all phones
- Empty all trash cans, replace liners

Restroom(s)

- Clean/disinfect all hard surfaces (countertops, fixtures, mirrors, sinks)
- Sweep/mop hard surface flooring
- Wipe/disinfect stall partitions
- Clean/disinfect urinals and toilets
- Refill all paper products and soap dispensers
- Test hand dryers, if not working report to maintenance

- Empty all trash cans, replace liners

Break Room

- Wipe/disinfect all hard surfaces (table, countertops, refrigerator, cabinets)
- Sweep/mop hard surface flooring
- Wipe/disinfect outside and inside of microwave
- Straighten items on countertop
- Refill paper products and soap dispenser as needed
- Empty all trash cans, replace liners

Inner Offices/Cubicles

- Dust filing cabinets, tables, countertops, bookshelves and all hard surfaces
- Vacuum all carpet and sweep hard surface flooring
- Dust desks, countertops and all flat surfaces
- Dust all computer areas (fax machines, copiers)
- Wipe down/disinfect all phones
- Empty all trash cans, replace liners

Comments:
