

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:
