

Daily Office Cleaning Checklist

Ensure that all office supplies have been restocked and all shared spaces cleaned. For maximum ease of use and easy customization, try out the Fulcrum on-the-go mobile checklist app. Find the digital version of this form and more at <https://www.fulcrumapp.com/apps/daily-office-cleaning-checklist-app>.

Daily Cleaning Checklist

RESTROOMS

- ▶ Clean, sanitize all fixtures & surrounding areas
 Yes No
 - ▶ Empty wastebaskets
 Yes No
 - ▶ Stock all dispensers
 Yes No
 - ▶ Sweep & wet mop floors
 Yes No
 - ▶ Clean mirrors
 Yes No
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- ▶ Vacuum all high traffic areas
 Yes No
 - ▶ Empty all interior wastebaskets
 Yes No
 - ▶ Empty all exterior trashcans & cigarette containers
 Yes No
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- ▶ **Clean sink & table in conference rooms**
 Yes No

- ▶ **Vandalism** remove or report within 24 hrs
 Yes No

- ▶ **Fixtures** report any non-working in 24 hrs
 Yes No

- ▶ **Set up & break down Council Chambers (as needed)**
 Yes No

- ▶ **Drinking fountain** clean and sanitize
 Yes No

- ▶ **Remove litter** sidewalks, courtyard & fountain areas
 Yes No

- ▶ **Pick up loose trash around dumpster**
 Yes No

- ▶ **Chlorinate pond**
 Yes No

- ▶ **Secure all doors**
 Yes No

- ▶ **Supplies needed** Choose all that apply.
 - Seat covers Toilet paper
 - Soap Paper towels
 - Batteries Other (specify) _____
 - Air freshener

Daily certification

Name of cleaner or supervisor

Please print

Signature

Date

____ / ____ / ____

Time

____ : ____ AM / PM



Weekly Cleaning Checklist

RESTROOMS

- ▶ Clean restroom walls especially near fixtures
 Yes No
- ▶ Check deodorizers
 Yes No

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- ▶ Vacuum all carpets
 Yes No
 - ▶ Spot clean carpets as needed
 Yes No
 - ▶ Wet mop vinyl floor in employee lounge
 Yes No
 - ▶ Wash dishes, clean sinks
 Yes No
 - ▶ Empty fridge and perishables
 Yes No
 - ▶ Clean all kitchenette and sinks
 Yes No
 - ▶ Wash out and clean elevator
 Yes No

▶ **Supplies needed** Choose all that apply.

- Seat covers
- Toilet paper
- Soap
- Paper towels
- Batteries
- Other (specify) _____
- Air freshener

Weekly certification

Name of cleaner or supervisor

Please print

Signature

Date

____ / ____ / ____

Time

____ : ____ AM / PM



Fulcrum is a mobile app creation platform that lets you digitize checklists like this easily — and automate related workflows! — without writing any code.

Check us out at fulcrumapp.com/checklists