Office Cleaning Checklist

Daily Cleaning

Clean & disinfect bathrooms ☐

- Clean bathroom mirrors ☐
- Disinfect toilets and sinks ☐
- Wash bathroom floors ☐
- Disinfect door handles, ☐
- paper towel dispensers, etc ☐

Clean and vacuum carpets ☐
Clean and vacuum hard floors ☐
Empty garbages and waste ☐
Wipe all glass and doors ☐
Collect recycling ☐

Clean & disinfect kitchen/break room ☐

- Clean and disinfect kitchen floors ☐
- Disinfect paper towel dispensers ☐
- Clean and sanitize sinks ☐
- Wipe down doors and sills ☐
- Clean tables ☐

Dust window ledges and other flat surfaces ☐
Clean window sills and doors ☐
Clean drinking fountains ☐
Clean elevators and stairs ☐

Bi-Weekly/Monthly

Clean and disinfect desks, office phones, etc. ☐
Sweep and mop office floors ☐
Sweep and vacuum all offices ☐
Clean and disinfect shelves & bookshelves ☐
Clean and buff hard floors ☐
Clean outdoor glass ☐
Vacuum vents and chairs ☐

Upkeep For Employees

Clean counters after preparing food ☐

Remove old food from the office fridge ☐

Wipe down microwave if food spills ☐

Clean your desk after you eat ☐

Clean spills immediately to prevent stains ☐

Sources:
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