

Fall Office Cleaning Checklist



Empty all trash receptacles and replace liners as needed.

Remove trash to a collection point

Vacuum carpeting

Clean and polish drinking fountain/water cooler

Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures and all manner of furnishings

Damp wipe all horizontal surfaces to remove coffee rings and spillage

Dust telephones

Dust mop hard surface floors with a treated dust mop

Damp mop hard surface floors to remove any spillage from soiled areas

Damp wipe entryway and clean fingerprints from entrance glass

Spot clean partition glass

Inspect and pick up, as needed, building entrance area