

Office cleaning checklist by frequency

Tick what fits your office, cross out the rest, and walk one heading at a time.

Office _____ Floor or suite _____

Checked by _____ Date _____

Each visit

- ☐ Trash and recycling collected, fresh liners in
- ☐ Restroom fixtures, counters and touch points cleaned
- ☐ Restroom paper, soap and bin liners refilled
- ☐ Kitchen counters, sink, tables and appliance handles wiped
- ☐ Reception desk, door pulls, switches and call buttons wiped
- ☐ Entry and interior glass doors free of smudges
- ☐ Restroom, kitchen and entry floors swept and mopped
- ☐ Walkways and open work areas vacuumed
- ☐ Meeting tables wiped, chairs returned

Weekly

- ☐ Clear desk surfaces dusted
- ☐ Private offices and file rooms vacuumed wall to wall
- ☐ Baseboards and chair bases spot cleaned on busy routes
- ☐ Microwave interior and fridge door cleaned
- ☐ Glass partitions and sidelights wiped
- ☐ Lobby seating vacuumed, side tables dusted
- ☐ Window sills and low ledges dusted
- ☐ Bins wiped where spills have dried

Monthly

- ☐ Vents, door frames and partition tops dusted
- ☐ Fridge emptied on the agreed day and wiped inside
- ☐ Carpet traffic lanes spot treated
- ☐ Polished lobby or corridor floors burnished
- ☐ Restroom partitions and wall tile washed
- ☐ Meeting room chair legs and table bases detailed
- ☐ Reachable inside window faces cleaned

Quarterly and periodic projects

- ☐ Carpet hot-water extraction booked
- ☐ Hard floor scrub, recoat or strip-and-refinish booked
- ☐ Restroom deep cleaning booked
- ☐ Light lenses and high ledges detailed
- ☐ Exterior windows and entrance glass cleaned
- ☐ Entry paving pressure washed

Your notes for the next schedule review

- ☐ Tasks to move to a more frequent cadence
- ☐ Tasks that can move to a lighter cadence
- ☐ Rooms missing from this list

Notes
