



Office cleaning checklist

Daily, weekly and monthly tasks by area

Client or site

Date

Cleaner

Daily office cleaning checklist

37 tasks

Entrance and reception

- ☐ Vacuum entry mats and walk-off carpet
- ☐ Clean fingerprints off entry door glass and push plates
- ☐ Disinfect door handles, push bars and elevator buttons
- ☐ Dust and wipe the reception counter, desk and side tables
- ☐ Wipe lobby chairs and straighten the seating area
- ☐ At the end of the shift, lock up, turn off lights and set the alarm as the client instructs

Break room and kitchen

- ☐ Clean and disinfect counters, tables and the sink
- ☐ Wipe the microwave inside and out
- ☐ Wipe fridge, coffee maker and vending machine fronts and handles
- ☐ Wipe cabinet pulls and chair backs
- ☐ Empty trash, recycling and food waste, and replace liners
- ☐ Sweep and mop the floor

Floors

- ☐ Vacuum carpeted traffic lanes and open areas
- ☐ Dust-mop hard floors in halls and the lobby
- ☐ Damp-mop hard floors in high-traffic areas
- ☐ Spot-clean carpet spills and fresh stains

Trash and recycling

- ☐ Take all trash and recycling to the building's containers, keeping streams separate
- ☐ Replace liners that are dirty, wet or torn
- ☐ Wipe bins that are sticky or smell
- ☐ Flatten boxes left out for disposal, if in scope

Workstations and desks

- ☐ Empty desk trash and recycling bins
- ☐ Dust clear desk surfaces without moving papers
- ☐ Wipe shared desks, phones and keyboards if the scope includes them
- ☐ Wipe light switches and office door handles
- ☐ Push in chairs and report anything broken

Restrooms

- ☐ Clean and disinfect toilets, urinals, seats and flush handles
- ☐ Clean and disinfect sinks, faucets and counters
- ☐ Clean mirrors and the outside of dispensers
- ☐ Refill toilet paper, paper towels, hand soap and seat covers
- ☐ Empty trash and sanitary bins and replace liners
- ☐ Spot-clean partitions, walls and doors
- ☐ Sweep and mop the floor, with a wet floor sign out

Conference rooms

- ☐ Remove cups, food and trash
- ☐ Wipe tables and chair arms
- ☐ Wipe remotes, conference phones and light switches
- ☐ Erase whiteboards only where marked to erase
- ☐ Straighten chairs and close blinds if the client asks



Weekly office cleaning checklist

14 tasks

Dusting and surfaces

- ☐ Dust tops of partitions, file cabinets and shelves
- ☐ Dust window sills and reachable ledges
- ☐ Wipe interior glass doors and glass partitions
- ☐ Spot-clean walls, doors and door frames
- ☐ Polish stainless steel and elevator doors

Floors and furniture

- ☐ Vacuum edges, corners and under desks
- ☐ Vacuum upholstered chairs in the lobby and conference rooms
- ☐ Wipe chair arms and bases in offices
- ☐ Damp-mop all hard floors, not just traffic areas

Restrooms and break room

- ☐ Descale faucets, sinks and toilet bowls
- ☐ Scrub grout lines around toilets and urinals
- ☐ Pour water into floor drains so the traps stay filled
- ☐ Wipe fridge shelves and remove old food under the office's policy
- ☐ Wash the inside and outside of trash bins

Monthly and periodic office cleaning checklist

13 tasks

Monthly

- ☐ Dust blinds, air vents and return grilles
- ☐ Dust light fixtures and ceiling corners
- ☐ Wipe baseboards throughout
- ☐ Wash interior windows
- ☐ Deep-clean the fridge and freezer with the client's go-ahead
- ☐ Clean upholstery spots and stains
- ☐ Check the janitor closet: stock, labels and safety data sheets

Quarterly or as scheduled

- ☐ Hot-water extract carpets in traffic lanes
- ☐ Machine-scrub restroom floors and grout
- ☐ Burnish, or strip and refinish, vinyl tile floors
- ☐ Clean exterior entrance glass and the entry walk, if in scope
- ☐ Wash trash and recycling containers at the dock or enclosure
- ☐ Walk the building with the client and update the checklist