**Office Cleaning Checklist**

## **Daily Tasks**

#### **Reception Area**

* Dust and wipe all surfaces, including desks, tables, and chairs.
* Clean and disinfect the reception desk and counters.
* Vacuum carpets and mop hard floors.
* Empty trash receptacles and replace liners.
* Clean glass doors and windows to remove fingerprints and smudges.
* Sanitize light switches and door handles.

#### **Workstations and Offices**

* Dust and wipe desks, keyboards, and computer monitors.
* Empty trash bins and replace liners.
* Vacuum or sweep floors.
* Sanitize phones, keyboards, and mouse devices.
* Organize clutter and arrange office supplies.

#### **Restrooms**

* Clean and disinfect toilets, urinals, and sinks.
* Refill hand soap, toilet paper, and paper towels.
* Clean mirrors and countertops.
* Empty sanitary napkin disposals.
* Mop floors with a disinfectant solution.
* Sanitize hand dryers and light switches.

#### **Kitchen and Break Areas**

* Clean and disinfect countertops, tables, and chairs.
* Wash dishes or load the dishwasher.
* Clean coffee makers and microwave ovens.
* Empty and clean the refrigerator of old food (weekly).
* Refill supplies like hand soap and paper towels.
* Empty trash bins and replace liners.

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#### **Common Areas**

* Dust and wipe meeting rooms and conference tables.
* Arrange chairs and tables neatly.
* Clean glass surfaces and whiteboards.
* Vacuum carpets and mop floors.
* Sanitize remote controls and shared devices.

## **Weekly Tasks**

* Dust high surfaces like shelves, picture frames, and vents.
* Clean windows internally.
* Wipe down doors and door frames.
* Vacuum upholstered furniture.
* Clean and disinfect water coolers.

## **Monthly Tasks**

* Deep clean carpets with steam or shampoo.
* Polish hardwood floors.
* Clean light fixtures and replace burnt-out bulbs.
* Dust blinds and curtains.
* Clean air conditioning vents.