

# 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.



## Common Areas

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- 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.

