OFFICE CLEANING CHECKLIST

DAILY CLEANING

Offices, Lobby, Conference Room

☐ 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

Restrooms

☐ Stock towels, tissue, and hand soap
☐ Empty sanitary napkin receptacles and wipe with a disinfectant
☐ Empty trash receptacles and wipe
☐ Clean and polish mirrors
☐ Wipe towel cabinet covers
☐ Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work
☐ Toilet seats to be cleaned on both sides using a disinfectant
☐ Scour and sanitize all basins. Polish bright work
☐ Dust partitions, top of mirrors and frames
☐ Remove splash marks from walls around basins
☐ Mop and rinse restroom floors with a disinfectant
Lunch/ Breakroom

- All trash receptacles are to be emptied and trash removed to a collection point
- Dust mop hard surface floors with a treated dust mop
- Damp mop hard surface floors to remove spillage from soiled areas
- Clean and wipe tables and chairs
- Spot clean walls near trash receptacles
- Clean fronts, tops, and sides of trash receptacles with a disinfectant
- Clean and polish drinking fountain/water cooler
- Damp wipe countertops to remove coffee rings and spillage
- Clean and sanitize sink
- Spot clean cabinets and exterior of appliances to present a neat appearance

WEEKLY CLEANING

Offices, Lobby, Lunchroom, Conference Room

- Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture
- Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture
- Buff hard surface floors if needed

MONTHLY CLEANING

Offices, Lobby, Lunchroom, Conference Room

- Complete all high dusting not reached in the above-mentioned cleaning
- Top scrub or machine scrub, rinse, and apply finish to composition floor covering in those areas that show excessive wear
- Remove fingerprints and marks from around light switches and doorframes
- Vacuum all upholstered furniture
- Damp wipe telephones using a disinfectant
INITIAL CLEAN OPTION – for a detailed start-up of new account

Floors
- Hard Surface - machine scrub, rinse and apply new finish to all hard surface flooring, exercising care to get into corners and along edges
- Carpet - extract all carpeting, taking care to get into corners and along edges

Offices
- Thoroughly damp wipe vertical and horizontal surfaces, including desks, files, windowsills, tables, chairs and telephones
- Perform all high dusting of light fixtures, air diffusers and doorframes
- Wash trash receptacles with disinfectant

Restrooms
- Scour and sanitize all basins, toilets, urinals and showers, inside and out
- Polish all bright work, attempting to remove lime and mineral deposits
- Wash all partitions with an industry standard disinfectant
- Wash trash receptacles using a disinfectant