

OFFICE CLEANING CHECKLIST

Important areas for daily, weekly & monthly cleaning



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
- Dust all horizontal surfaces, desktops, chairs
- Dust all files, windowsills, tables, pictures
- Damp wipe all horizontal surfaces to remove coffee rings and spillage
- Dust mop hard surface floors with a treated dust mop
- Dust telephone
- 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
- Dust partitions, top of mirrors and frames
- Scour and sanitize all basins. Polish bright work
- Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work
- Remove splash marks from walls around basins
- Mop and rinse restroom floors with a disinfectant
- Toilet seats to be cleaned on both sides using 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
- 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
- Clean and polish drinking fountain/water cooler

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WEEKLY CLEANING

Offices, Lobby, Lunch Room, 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, Lunch Room, 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

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