Office Cleaning Checklist

Created: 9/12/2021

# Tasks:

☐ **Reception Lobby Area**

☐ **Empty trash bins & refill bags**

☐ **Remove Cups, plates, utensils**

☐ **Clean front entrance glass & ensure no smudges or fingerprints**

☐ **Remove ceiling cobwebs using a rag**

☐ **Dust furniture, wall clock & pictures**

☐ **Clean reading coffee table**

☐ **Clean water fountain**

☐ **Polish company logo**

☐ **Vacuum carpets**

☐ **Vacuum debris from all floor areas**

☐ **Disinfectant mopping of hard floor & tiles**

☐ **Office Room**

☐ **Empty garbage bins & refill liners**

☐ **Remove any dishes, mugs or other crockery**

☐ **Disinfect phones**

☐ **Dust computers, screens, keyboards & seats**

☐ **Dust copiers, fax machines, file cabinets & dividers**

☐ **Dust pictures & clocks**

☐ **Wipe and standard glass clean for all glass and doors**

☐ **Sweep and mop hard floors with a treated dust mop**

☐ **Restroom**

☐ **Empty & refill trash bins with new liners**

☐ **Clean & polish (including top) mirrors**

☐ **Clean & disinfect sinks**

☐ **Clean & disinfect toilets (seats on both sides), urinals, wash basins, doors, handles and partitions**

☐ **Remove splash marks from walls around basins & sinks**

☐ **Sweep & mop floors**

☐ **Refill soap dispenser, toilet paper rolls & sanitary napkin dispensers**

☐ **Conference Room**

☐ **Empty & replace trash baskets with new bags**

☐ **Clean & polish conference table**

☐ **Dust & wipe clean all chairs**

☐ **Dust pictures and any wall clocks**

☐ **Sweep & mop floor surface**

☐ **Vacuum carpets**

☐ **Kitchen Area**

☐ **Fill dishwasher with dirty dishes and hand wash any large dirty dishes**

☐ **Wipe clean coffee machine**

☐ **Wash & disinfect sinks & taps**

☐ **Spot clean cabinets & appliances exterior**

☐ **Clean & disinfect countertop and tables**

☐ **Empty fridge of expired products and employee brought food**

☐ **Wash inside fridge**

☐ **Clean water cooler**

☐ **Refill supplies (e.g. milk, sugar, coffee, kitchen towels, washing liquid, hand soap)**

☐ **Empty trash receptacles and refill liner**

☐ **Broom floor and wet mop with disinfectant cleaners**

☐ **Empty dishwasher and place dishes in cupboard**

☐ **Weekly Cleaning List**

☐ **Deep clean fridge, microwave & all kitchen appliances**

☐ **Wash waste bins in all rooms**

☐ **Wipe down light switches, light fixtures, door handles, wall clocks, picture frames**

☐ **Vacuum chairs, upholstery, drapes and blinds**

☐ **Order any missing cleaning supplies (link to ours)**

☐ **Monthly Cleaning list**

☐ **Buff and polish hard floors**

☐ **Clean & disinfect shelves & books, filing cabinets, radiators**

☐ **Squeegee wash outdoor windows**

☐ **Dust & vacuum vents**

☐ **Dust window sills & wash**

☐ **Initial Cleaning**

☐ **Machine scrub any hard surface flooring including corners and edges**

☐ **Extract, wash clean and replace all carpeting**

☐ **Damp wipe all surfaces, windowsills, tables, chairs**

☐ **High dusting of light fixtures, air vents, doorframes**

☐ **Sanitize all WC basins, toilets, urinals, showers**

☐ **Remove all lime and mineral deposits in restrooms & kitchen**