

# Office Cleaning Checklist

By Checklister

- 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