

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