Office cleaning checklist by frequency

Walk one floor at a time and tick each line that looks right today.

Office _____ **Floor or suite** _____

Checked by _____ **Date** _____

Whenever the crew is in

- [ ] Desk baskets, central bins and recycling emptied, liners replaced
- [ ] Restrooms cleaned fixture by fixture
- [ ] Restroom soap, paper and liners refilled
- [ ] Kitchen counters, sinks, tables and appliance handles wiped
- [ ] Shared desks and meeting tables cleaned, chairs set straight
- [ ] Door pulls, light switches, rails and elevator buttons wiped
- [ ] Glass entry doors and reception counter free of fingerprints
- [ ] Carpeted walkways vacuumed
- [ ] Hard floors swept and damp-mopped
- [ ] Fresh carpet spots treated

Each week

- [ ] Clear desktops wiped
- [ ] Sills, partition tops, shelves and frames dusted
- [ ] Glass partitions cleaned on both faces
- [ ] Fridge and microwave fronts and cabinet doors wiped
- [ ] Carpet vacuumed edge to edge, corners and under open desks
- [ ] Restroom partitions and walls spot-washed

Once a month

- [ ] Vents within reach dusted
- [ ] Baseboards wiped in corridors and meeting rooms
- [ ] Chair legs, bases and casters cleaned
- [ ] Interior doors and frames washed where marked
- [ ] Waste and recycling bins washed where residue shows

Quarterly and periodic projects

- [ ] Carpet extraction in traffic lanes, meeting rooms and entrances
- [ ] Hard floors scrubbed and recoated, burnished between
- [ ] Worn vinyl tile stripped and refinished on its cycle
- [ ] Interior and exterior glass cleaned
- [ ] Restroom grout scrubbed and fixtures descaled
- [ ] Entry walkways pressure washed
- [ ] Light fixtures and upper ledges high-dusted

Follow-up

- [ ] Missed lines sent to your contact today
- [ ] Lines to move to a different group noted
- [ ] Next periodic project date written down

Notes