

Office cleaning checklist by cadence

Walk the office before staff arrive and tick each line you find finished.

Suite or floor _____

Building address _____

Checked by _____

Date of walk _____

Each visit

- ☐ Desk, kitchen, copy area and reception bins emptied and relined
- ☐ Toilets, urinals, sinks, mirrors and counters cleaned
- ☐ Restroom floor mopped
- ☐ Paper towels, tissue and hand soap topped up
- ☐ Kitchen counters, sink and table tops wiped
- ☐ Fridge, microwave and coffee machine fronts wiped
- ☐ Elevator buttons, switches, push plates and handles wiped
- ☐ Cleared desk surfaces wiped, papers and screens left in place
- ☐ Reception desk and front door glass free of smudges
- ☐ Main carpet paths vacuumed; tile and vinyl swept, then mopped

Weekly

- ☐ Private offices vacuumed in full, under desks and along edges
- ☐ Sills, shelf tops, file cabinets and panel tops dusted
- ☐ Meeting room tables and chairs wiped, arms included
- ☐ Glass on doors, sidelights and partitions cleaned
- ☐ Microwave inside, fridge handles and seals wiped
- ☐ Scuffs by switches, doorways and the copier removed
- ☐ Stall partitions and doors washed down
- ☐ Lobby and corridor baseboards wiped

Monthly

- ☐ Vents, return grilles and reachable fixtures dusted
- ☐ High ledges, door tops and wall frames dusted
- ☐ Reception and meeting room upholstery vacuumed
- ☐ Cabinet fronts and dishwasher exterior wiped
- ☐ Restroom walls by sinks and urinals washed
- ☐ Hard floor corners and edges detailed
- ☐ Entry mats lifted and floor beneath cleaned
- ☐ Trash and recycling containers washed

Quarterly and periodic (write the month)

- ☐ Walkway and break area carpet extracted with hot water
- ☐ Vinyl tile scrubbed and burnished
- ☐ Vinyl tile stripped and refinished on its longer cycle
- ☐ Interior windows and full-height glass cleaned
- ☐ Blinds dusted or wiped
- ☐ Upholstered seating cleaned
- ☐ Restroom tile and grout deep cleaned

Notes
