Office cleaning checklist: nightly to periodic

Walk the office with this sheet: tick what was done, circle what to raise.

Office _____ **Address** _____

Walked by _____ **Date** _____

Every visit

- ☐ Bins emptied and liners replaced
- ☐ Restroom fixtures, mirrors, counters and floors cleaned
- ☐ Towels, tissue and hand soap refilled
- ☐ Breakroom sink, counters and tabletops cleaned
- ☐ Appliance fronts wiped
- ☐ Clear desks and reception counter wiped
- ☐ Handles, switches and shared touchpoints wiped
- ☐ Handprints cleared from entry glass
- ☐ Walkways vacuumed and hard floors mopped
- ☐ Lights off and doors locked as instructed

Weekly

- ☐ Carpet edges, corners and under desks vacuumed
- ☐ Ledges, sills and partition tops dusted
- ☐ Door and frame scuffs wiped
- ☐ Meeting-room chair seats and arms wiped
- ☐ Restroom partitions washed on both sides
- ☐ Interior glass and glass partitions cleaned
- ☐ Microwave interior wiped
- ☐ Entry mats vacuumed

Monthly

- ☐ Baseboards wiped in every room
- ☐ Vents and return grilles dusted
- ☐ Chair bases, casters and table legs cleaned
- ☐ Kick plates and push plates polished
- ☐ Upholstered seating vacuumed
- ☐ Frames, wall hangings and high shelves dusted
- ☐ Hard-floor edges and corners detailed

Quarterly and periodic

- [ ] Hard floors scrubbed, burnished or recoated
- [ ] Worn finish stripped and floors refinished
- [ ] Carpet deep-cleaned in lanes and open areas
- [ ] Exterior and high windows washed
- [ ] Light fixtures and ceiling corners dusted
- [ ] Refrigerator cleared out on the office's chosen day
- [ ] Restroom deep clean booked

Notes