

Office cleaning checklist by frequency

Tick each line that looks right; circle anything to raise with the crew.

Office _____ Floor or suite _____
Walked by _____ Date _____

Each visit

- ☐ Entry glass and push plates free of smudges
- ☐ Reception counter, visitor chairs and side tables wiped
- ☐ Clear desk surfaces wiped, desk bins emptied
- ☐ Conference tables wiped, chairs set back, cups cleared
- ☐ Kitchen counters, sink, faucet and appliance handles clean
- ☐ Breakroom tables wiped, kitchen trash and recycling out
- ☐ Restrooms sanitized; paper, soap and liners topped up
- ☐ Light switches, door levers and equipment buttons wiped
- ☐ Hard floors swept and damp-mopped
- ☐ Carpeted walkways vacuumed
- ☐ Recycling gathered from every station

Weekly

- ☐ Fridge, microwave and dishwasher fronts wiped
- ☐ Chair bases, legs and armrests dusted
- ☐ Corridor and reception baseboards wiped
- ☐ Carpet edges along walls and under desks vacuumed
- ☐ Interior door glass and sidelights clean
- ☐ Sills, ledges and low shelving dusted
- ☐ Waste containers washed where needed

Monthly

- ☐ Partition glass and glass office fronts, both faces
- ☐ Vents and return grilles within reach dusted
- ☐ Reception and lounge upholstery vacuumed
- ☐ Copy-room and storeroom corners cleared of dust
- ☐ Door frames and kick plates detailed
- ☐ Breakroom cabinet doors and pulls wiped
- ☐ Ledges over doors and tops of tall cabinets dusted

Quarterly and periodic (write a target month)

- ☐ Hard floors scrubbed and recoated, polished or burnished
- ☐ Strip and refinish where the finish has worn through
- ☐ Carpet hot water extraction, spots near desks and doors
- ☐ Light fixtures, ceiling vents and tall shelving dusted
- ☐ Interior glass detailed top to bottom

Before you file this sheet

- ☐ Circled lines shared with the crew
- ☐ Any task that should change heading noted
- ☐ Rooms with new use or new hours noted

Notes
