Office cleaning checklist: nightly to quarterly

Walk the office at opening and tick each line that passes.

Office or suite _____ **Floor** _____

Checked by _____ **Date** _____

Every night

- ☐ Desk bins, recycling and central cans emptied and relined
- ☐ Toilets, urinals, sinks, counters and mirrors clean in each restroom
- ☐ Tissue, paper towels and hand soap refilled
- ☐ Breakroom counters, tables and sink clean; appliance fronts wiped
- ☐ Cleared desk surfaces wiped; papers and devices left in place
- ☐ Conference tables wiped and chairs set back
- ☐ Reception counter clean and entry glass free of fingerprints
- ☐ Door handles, light switches and shared touchpoints wiped
- ☐ Carpeted walkways vacuumed; hard floors swept and mopped

Once a week

- ☐ Carpet vacuumed wall to wall, edges and under reachable desks
- ☐ Ledges, sills, cubicle tops and low shelving dusted
- ☐ Interior glass and glass partitions clean within reach
- ☐ Meeting room furniture wiped down to the chair bases
- ☐ Breakroom chairs, table edges and coffee station wiped
- ☐ Stall doors and partitions wiped front and back
- ☐ Lobby and corridor baseboards spot cleaned

Monthly

- ☐ Air vents, return grilles and high ledges dusted
- ☐ Door frames, kick plates and switch plates clean
- ☐ Upholstered lobby and meeting room chairs vacuumed
- ☐ Baseboards clean in every room
- ☐ Restroom walls around sinks and urinals washed
- ☐ Breakroom cabinet fronts and refrigerator exterior wiped

Quarterly and seasonal floors

- ☐ Carpet extraction done in entries, corridors and work areas
- ☐ Hard floors scrubbed and recoated, or burnished
- ☐ Vinyl tile stripped and waxed when the finish is worn through
- ☐ Entrance mats deep cleaned with the floors behind them
- ☐ Light lenses and fixtures dusted
- ☐ Window blinds dusted

Changes for this office

- ☐ Lines moved to a different rhythm noted on this sheet
- ☐ Edited copy sent to your contact at the cleaning company

Notes