Office cleaning checklist by frequency

Take this sheet on a walk of the office and check each line that meets your standard.

Office _____ **Address** _____

Walked by _____ **Date** _____

Each visit

- ☐ Bins and recycling emptied, fresh liners in
- ☐ Each restroom done: bowls, urinals, basins, counters, mirrors
- ☐ Toilet paper, paper towels and hand soap refilled
- ☐ Kitchen counters, sink and tabletops wiped
- ☐ Door handles, light switches and printer panels wiped
- ☐ Clear desk surfaces wiped, papers left in place
- ☐ Reception counter and front door glass free of prints
- ☐ Carpet traffic lanes and entry vacuumed
- ☐ Hard floors swept, then mopped

Weekly

- ☐ Carpet vacuumed wall to wall, under reachable desks
- ☐ Baseboards and chair bases wiped
- ☐ Partition tops, sills and low ledges dusted
- ☐ Microwave interior and appliance fronts clean
- ☐ Interior door glass and sidelights polished
- ☐ Restroom partitions and stall doors spot-washed
- ☐ Conference seating wiped, armrests and casters too

Monthly

- ☐ Vents, return grilles and light lenses dusted
- ☐ Glass partitions clean on both sides
- ☐ Rarely used offices, file rooms and storage detailed
- ☐ Wastebaskets washed inside and out
- ☐ Fabric chairs and lobby seating vacuumed
- ☐ Cabinet doors and fridge exterior wiped

Quarterly and periodic

- ☐ Carpet extraction in reception, corridors and lanes (date: _____)
- ☐ Spot treatment on remaining carpet stains
- ☐ Kitchen and restroom tile scrubbed
- ☐ Resilient floors burnished or recoated
- ☐ Strip and wax when the tile finish wears through (date: _____)
- ☐ High dusting of beams, ducts and fixtures out of everyday reach

Follow-up

- ☐ Lines that failed circled and dated
- ☐ Marked sheet sent in with notes
- ☐ Lines to move to a more frequent column noted

Notes