

Office Cleaning Checklist

Facility	[Name / area]	Week of	[Date]
----------	---------------	---------	--------

Daily

- Empty trash and recycling; replace liners
- Clean and disinfect restrooms: toilets, sinks, counters, mirrors, dispensers
- Restock paper products, soap, and sanitizer
- Disinfect high-touch points: door handles, switches, elevator buttons, shared phones
- Clean kitchen/breakroom counters, tables, and sink
- Vacuum high-traffic carpet lanes; dust-mop and damp-mop hard floors
- Spot-clean entrance glass and lobby surfaces

Weekly

- Full vacuum of all carpeted areas, including edges and under desks
- Dust desks, sills, ledges, and horizontal surfaces
- Clean interior glass and partition windows
- Disinfect trash bins and replace all liners
- Clean microwave and refrigerator exteriors; wipe cabinet fronts

Monthly

- High dusting: vents, ceiling corners, light fixtures, cabinet tops
- Dust blinds and window treatments
- Machine-buff or burnish hard floors
- Vacuum upholstered furniture; clean under movable furniture
- Deep-clean breakroom appliances inside and out (with notice)

Quarterly / Semi-annual

- Carpet extraction or encapsulation cleaning
- Strip and re-wax VCT floors (or scrub-and-recoat)
- Exterior window cleaning
- Wall washing and baseboard detailing

Sign-off

Completed by		Date	
Inspected by		Date	
Issues noted			