

Office cleaning checklist: each visit to quarterly

Walk the office with this sheet and tick each task you find done, one column at a time.

Office _____ Suite or floor _____

Walked by _____ Date _____

Each visit

- ☐ Trash and recycling emptied, new liners where needed
- ☐ Restroom fixtures, counters and mirrors cleaned and sanitized
- ☐ Restroom paper, hand soap and liners topped up
- ☐ Kitchen tops, sink basin, tables and appliance handles wiped
- ☐ Coffee station and microwave exterior cleaned
- ☐ Door handles, push plates, switches and shared controls wiped
- ☐ Reception counter and guest chair arms wiped
- ☐ Restroom, kitchen and entry hard floors swept and mopped
- ☐ Busy carpet aisles and entry mats vacuumed
- ☐ Floor spots and spills handled
- ☐ Doors locked, lights off, alarm set

Weekly

- ☐ Cleared desk surfaces dusted per house rule
- ☐ Private and low-traffic offices vacuumed edge to edge
- ☐ Conference tables, chairs and wall controls detailed
- ☐ Interior glass doors and partition panels wiped
- ☐ Microwave interior and refrigerator door cleaned
- ☐ Sills, ledges and file cabinet tops dusted
- ☐ Restroom stall partitions wiped on both faces

Monthly

- ☐ Baseboards and floor corners wiped
- ☐ Vents and return grilles within reach dusted
- ☐ Door frames, picture frames and high ledges dusted
- ☐ Upholstered chairs and lobby seating vacuumed
- ☐ Chair bases and table legs wiped
- ☐ Storage and copy rooms swept and mopped

Quarterly or periodic

- ☐ Carpet in main aisles and meeting rooms extracted
- ☐ Kitchen, entry and corridor hard floors scrubbed and recoated
- ☐ Finished floors burnished or polished between recoats
- ☐ Strip and refinish booked when a recoat no longer restores the floor
- ☐ Restroom grout, drains and fixture scale on a deep-clean visit
- ☐ Light lenses and high vents dusted

Notes
