

Office Cleaning Checklist

Daily Cleaning

Clean & disinfect bathrooms

Clean bathroom mirrors

Disinfect toilets and sinks

Wash bathroom floors

Disinfect door handles,

paper towel dispensers, etc

Clean and vacuum carpets

Clean and vacuum hard floors

Empty garbages and waste

Wipe all glass and doors

Collect recycling

Clean & disinfect kitchen/break room

Clean and disinfect kitchen floors

Disinfect paper towel dispensers

Clean and sanitize sinks

Wipe down doors and sills

Clean tables

Dust window ledges and other flat surfaces

Clean window sills and doors

Clean drinking fountains

Clean elevators and stairs

Bi-Weekly/Monthly

Clean and disinfect desks, office phones, etc.

Sweep and mop office floors

Sweep and vacuum all offices

Clean and disinfect shelves & bookshelves

Clean and buff hard floors

Clean outdoor glass

Vacuum vents and chairs

Upkeep For Employees

Clean counters after preparing food

Remove old food from the office fridge

Wipe down microwave if food spills

Clean your desk after you eat

Clean spills immediately to prevent stains