Office cleaning checklist: each visit through each quarter

Tick each task that was done when due, and note anything to raise with your contact.

Office _____ **Floor or suite** _____

Checked by _____ **Date** _____

Every visit

- ☐ Waste and recycling bins emptied on every floor, liners replaced
- ☐ Restrooms: bowls, urinals, basins, vanity tops and mirrors cleaned
- ☐ Restroom paper, soap and liners topped up
- ☐ Kitchen worktops, sink, tables and the faces of appliances wiped
- ☐ Cleared desk tops and shared benching wiped
- ☐ Meeting room tables, seat arms and marker ledges wiped
- ☐ Door pulls, light switches and elevator buttons wiped
- ☐ Fingerprints cleared from entry glass and reception counter
- ☐ Carpet vacuumed through traffic lanes and open areas
- ☐ Kitchen, restroom and entry hard floors swept and mopped
- ☐ Reachable ledges, sills and partition tops dusted

Weekly

- ☐ Task chair arms, seat edges and bases wiped
- ☐ Interior glass partitions and door sidelights cleaned in full
- ☐ Private offices and quiet rooms vacuumed edge to edge
- ☐ Microwave interiors and refrigerator doors wiped
- ☐ Restroom partitions and stall doors washed
- ☐ Phone booths detailed: desk, seat, door glass and floor
- ☐ Waste containers washed where residue has built up

Monthly

- ☐ Baseboards and door frames wiped down
- ☐ Corners and edges behind movable furniture vacuumed
- ☐ Stairwell rails, landings and treads cleaned
- ☐ Copy and supply rooms dusted and their floors cleaned
- ☐ Kitchen cabinet fronts and handles washed

Quarterly and periodic

- [ ] Hot water extraction for carpet once traffic lanes darken
- [ ] Spot treatment for carpet marks between extractions
- [ ] Burnishing for kitchen and entry hard floors
- [ ] Recoating, or a full strip and wax, for worn resilient tile
- [ ] Restroom deep cleaning for scale, grout and wall tile
- [ ] Window cleaning for exterior and high glass
- [ ] Air vents and return grilles vacuumed and washed, twice a year or quarterly in busy areas

Notes