Office cleaning checklist by frequency

Tick lines on a morning walk, strike what doesn't apply, and date anything missed.

Office _____ **Address** _____

Walked by _____ **Date** _____

Each visit

- ☐ Desk, copy area and kitchen bins emptied, liners replaced
- ☐ Recycling collected and taken out
- ☐ Toilets, urinals and sinks sanitized; mirrors and counters wiped
- ☐ Restroom floors mopped
- ☐ Tissue, towels, soap and liners refilled
- ☐ Breakroom counters, tables, sink and appliance handles cleaned
- ☐ Door handles, push plates and light switches wiped
- ☐ Reception counter and entry glass clear of smudges
- ☐ Conference tables and chairs wiped
- ☐ Accessible desk surfaces wiped, papers left in place
- ☐ Walkway carpet vacuumed; entry and kitchen floors mopped

Weekly

- ☐ Low ledges, sills and partition tops dusted
- ☐ Interior glass doors and conference glass wiped
- ☐ Chair bases and table legs wiped
- ☐ Carpet edges vacuumed along walls
- ☐ Restroom partitions and stall doors spot-cleaned
- ☐ Bins wiped inside and out

Monthly

- ☐ Baseboards and corners behind doors cleaned
- ☐ High ledges and tops of tall cabinets dusted
- ☐ Seldom-used rooms given a full pass
- ☐ Lobby and corridor hard floors burnished
- ☐ Carpet stains in traffic lanes spot treated
- ☐ Supply closet counted and reserve stock refilled

Quarterly and periodic

- ☐ Carpet extraction (target month: _____)
- ☐ Hard floors scrubbed and recoated (target month: _____)
- ☐ Vinyl tile stripped and refinished when worn through
- ☐ Restroom deep cleaning
- ☐ Interior and exterior windows cleaned
- ☐ Supply and return air grilles vacuumed and washed
- ☐ Entry walks and patios pressure washed

Follow-up

- ☐ Missed items sent to the cleaning company with the date
- ☐ Lines moved up or down a frequency group noted
- ☐ New rooms or layout changes added to the sheet

Notes