

# Office Cleaning Checklist



## General Tasks:

- Inspect the entire office for any areas that need special attention or repairs.
- Gather all necessary cleaning supplies and equipment before starting.

## Reception Area:

- Dust all surfaces, including the reception desk, furniture, and decorations.
- Clean and disinfect the reception desk and other frequently-touched surfaces.
- Wipe down office phones and intercom systems.
- Vacuum or sweep and mop the floors.
- Ensure magazines and reading materials are neatly arranged.

## Workstations:

- Dust all desks, chairs, and office equipment.
- Clean computer screens and keyboards.
- Sanitize computer mice and other shared devices.
- Empty and clean trash cans.
- Organize and tidy up individual workspaces.

## Meeting Rooms:

- Dust tables, chairs, and any presentation equipment.
- Clean and disinfect whiteboards or blackboards.
- Wipe down audio-visual equipment and remote controls.
- Vacuum or sweep and mop the floors.
- Arrange chairs and materials neatly.

## Kitchen and Break Area:

- Clean and disinfect countertops, sink, and faucet.
- Wipe down kitchen appliances (microwave, refrigerator, coffee maker, etc.).
- Clean inside and outside of the microwave and fridge.
- Empty and clean the refrigerator of any expired items.
- Sweep and mop the floors.

## Restrooms:

- Clean and disinfect sinks, faucets, and countertops.
- Scrub and disinfect toilets, including handles and base.
- Clean mirrors and glass surfaces.
- Refill soap dispensers, hand towels, and toilet paper.
- Sweep and mop the floors.

## Hallways and Common Areas:

- Dust all surfaces, including handrails and decorations.
- Vacuum or sweep and mop the floors.
- Wipe down door handles and light switches.
- Remove any cobwebs from corners and ceilings.
- Clean windows and glass doors if applicable.

## Additional Tasks:

- Dusting high surfaces, such as ceiling fans, vents, and light fixtures.
- Cleaning and polishing stainless steel surfaces and appliances.
- Disinfecting high-touch areas, such as doorknobs, handrails, and elevator buttons.
- Cleaning and sanitizing office equipment like copiers, printers, and fax machines.
- Cleaning and maintaining carpets, including vacuuming and spot-cleaning.
- Floor waxing and buffing to maintain a polished appearance.
- Upholstery cleaning for office chairs and furniture.
- Window cleaning, including exterior glass surfaces if applicable.
- Deep cleaning of kitchen appliances like ovens and refrigerators periodically.
- Emptying and cleaning trash and recycling bins throughout the office.
- Sanitizing and restocking restroom supplies.