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.

This Office Cleaning Checklist was created by Connecteam - the easiest way to manage your employees in one place.
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.