

Office Cleaning Checklist

» Daily Cleaning

Workstations & General Areas

- Sanitize desks and hard surfaces (EPA-approved disinfectant).
- Disinfect peripherals (keyboards, mice, desk phones).
- Empty all waste/recycling bins and replace liners.
- Sanitize ergonomic chair armrests and adjustments.

Reception & Lobby

- Clean entry glass doors (remove fingerprints/smudges)
- Vacuum entry mats and high-traffic pathways
- Sanitize visitor seating and reception counters.

Kitchens & Breakrooms

- Disinfect all countertops, sinks, and faucets.
- Clean microwave interiors and wipe exterior handles.
- Empty communal bins and sanitize the surrounding floor area.
- Wipe down shared tables and seating.

Restrooms

- Deep-clean toilets, urinals, and sinks (hospital-grade disinfectant).
- Polish mirrors and sanitize all dispensers (soap/towels).
- Restock consumables (toilet paper, soap, liners).
- Mop floors and ensure floor drains are clear.

High-Touch Point Protocol

- Disinfect door handles, push plates, and light switches.
- Sanitize elevator buttons and stairwell handrails.
- Wipe down shared printer/copier touchscreens.

» Weekly Cleaning

Dusting & IAQ

- Dust high shelves, partitions, and cabinet tops (Microfiber).
- Vacuum and wipe exterior HVAC vents
- Spot-clean interior glass partitions and meeting room windows.

Floor Detail

- Vacuum "dead zones" (under desks, corners, and wall edges).
- Sanitize baseboards and remove scuff marks.
- Buff and polish hard floors to maintain non-slip standards.

Kitchen Deep-Wipe

- Degrease microwave interiors and sanitize fridge exteriors.
- Wipe down interior cabinet shelving and handles.

» Monthly Cleaning

High-Level Sanitation

- Perform hot water extraction/steam cleaning on high-traffic carpets.
- Deep-clean fabric chairs, sofas, and upholstered partitions.
- Machine-scrub tile/stone floors and inspect grout lines.

Specialty Zones

- Storage/Warehouse: Sweep floors and remove cobwebs.
- Appliances: Execute fridge "clear-out" policy and deep-clean drains.