

[YOUR BUSINESS NAME]

OFFICE CLEANING CHECKLIST

Daily, weekly and monthly tasks for a commercial clean

Client: _____ Site: _____

Date: _____ Cleaner(s): _____ In: _____ Out: _____

DAILY — ALL AREAS

- ☐ Empty trash and recycling; replace liners
- ☐ Vacuum carpets, rugs and entry mats
- ☐ Sweep and mop hard floors
- ☐ Dust and wipe desks around what's on them — nothing moved — and the reception counter
- ☐ Wipe door handles, light switches, railings and elevator buttons
- ☐ Remove fingerprints from glass doors and partitions
- ☐ Spot-clean walls and doors
- ☐ Reset meeting rooms — chairs in, tables wiped, whiteboards cleaned if marked “erase”

DAILY — RESTROOMS

- ☐ Clean and disinfect toilets and urinals
- ☐ Sinks, faucets, counters and mirrors
- ☐ Refill soap, paper towels and toilet paper
- ☐ Empty the sanitary receptacles
- ☐ Spot-clean partitions, doors and walls
- ☐ Mop the floor with disinfectant
- ☐ Report drips, leaks or anything broken

DAILY — KITCHEN AND BREAK ROOM

- ☐ Wipe counters, tables and chairs
- ☐ Clean the sink and faucet
- ☐ Wipe the microwave inside and out
- ☐ Wipe fridge front and handles
- ☐ Run or empty the dishwasher (if agreed)
- ☐ Restock paper towels and soap
- ☐ Empty trash and recycling; sweep and mop

WEEKLY

- ☐ Dust high and low — window sills, ledges, blinds, tops of cabinets
- ☐ Vacuum upholstered chairs
- ☐ Wipe baseboards in the busy areas
- ☐ Disinfect shared phones and keyboards (if agreed)
- ☐ Polish stainless steel and clean glass partitions fully
- ☐ Damp-wipe trash cans inside and out

MONTHLY

- ☐ Clean inside the fridge — post a notice the week before
- ☐ Vacuum vents; dust ceiling corners and light fixtures
- ☐ Wash walls and doors
- ☐ Clean inside windows
- ☐ Wipe chair legs, bases and casters
- ☐ Carpet or hard-floor deep clean as the contract says
- ☐ Server or IT room: dry dust only, never spray

BEFORE YOU LEAVE

- ☐ Lights off as the client asked; thermostat untouched
- ☐ Doors locked, alarm set
- ☐ Log the visit and anything to report — low supplies, damage, leaks

Agree the frequency of every line in the contract — daily lines on each visit, weekly and monthly lines on the dates you set
— and leave this sheet for the office manager.

[Your business name] · [Your phone] · [Your website]