

Office cleaning checklist by cadence

Walk a few rooms before staff arrive and tick each line that was done.

Office _____ Floor or suite _____
Walked by _____ Date _____

Every visit

- ☐ Bins emptied and relined, recycling pulled
- ☐ Toilets, urinals, sinks, counters and mirrors cleaned
- ☐ Restroom paper, hand soap and seat covers refilled
- ☐ Breakroom counters, sink, tables and appliance fronts wiped
- ☐ Handles, push plates, switches and handrails wiped
- ☐ Reception counter and main entry glass clean
- ☐ Cleared desk surfaces wiped, papers and screens untouched
- ☐ Walkways, entry mats and open work areas vacuumed
- ☐ Restroom, breakroom and entry hard floors mopped
- ☐ Lights set as agreed, doors locked, alarm armed

Weekly

- ☐ Carpet vacuumed edge to edge, corners included
- ☐ Ledges, sills, partitions and cabinet tops dusted
- ☐ Conference chairs and filing cabinet fronts wiped
- ☐ Interior partition and door glass cleaned
- ☐ Breakroom microwave wiped inside
- ☐ Restroom partitions and stall doors cleaned both sides
- ☐ Wall marks near doors and copiers spot-cleaned

Monthly

- ☐ Baseboards, door frames and kick plates wiped
- ☐ Air vents, return grilles and reachable high corners dusted
- ☐ Blinds and window ledges dusted
- ☐ Fabric seating in lobby and meeting rooms vacuumed
- ☐ Restroom wall tile around sinks and urinals detailed
- ☐ High-traffic hard floors burnished or spray-buffed

Quarterly or on a planned cycle

- ☐ Carpet hot water extraction (next due: _____)
- ☐ Resilient floors scrubbed and recoated (next due: _____)
- ☐ VCT stripped and refinished (next due: _____)
- ☐ Light fixtures and ceiling vents high-dusted
- ☐ Interior and exterior windows cleaned
- ☐ Restroom tile and grout machine-scrubbed

Notes for your contact

- ☐ Rooms missed or rushed, with dates
- ☐ Tasks to move to a different column
- ☐ Rooms added, closed or now used differently

Notes
