

OFFICE CLEANING CHECKLIST

DAILY OFFICE CLEANING CHECKLIST

1. Empty waste bins and replace liners. Wash when needed.
2. Vacuum hard floors
3. Vacuum mats and carpets
4. Wipe all surfaces with a damp cloth of chairs, tables, desks, and other types of furniture
5. Remove cobwebs from all areas
6. Dust all surfaces of chairs, tables, desks, and other types of furniture
7. Mop hard floors using disinfectants
8. Collect all garbage, bottles, papers, etc. from the front entrance
9. Ensure all areas are cleaned and arranged neatly
10. Spot clean painted surfaces and walls
11. Clean automatic glass doors
12. Remove all marks from door frames and light switches
13. Wipe all internal glass
14. Polish brass and bright work on cabinets and doors

BREAK ROOM, KITCHEN AND WASHROOM CLEANING CHECKLIST

1. Remove garbage from all areas
2. Clean elevators and stairs
3. Mop clean kitchen and bathroom floors with disinfectants
4. Remove splash marks from partitions around sinks and from walls
5. Dust the tops of mirrors, frames, and partitions
6. Clean and sanitize all sinks. Polish all bright work
7. Empty trash receptacles and wipe them down if needed and replace liners as needed
8. Wipe hand towel dispensers and hand dryers
9. All toilets will be disinfected and cleaned on both side and sanitized and then wiped dry
10. Clean and polish mirrors
11. Stock toilet paper, facial tissues, hand soap and hand towels
12. Spot clean internal glass
13. Vacuum and mop all hard floors
14. Polish all bright work and brass

WEEKLY OFFICE CLEANING CHECKLIST

1. All hard floors will be Spray buffed
2. Clean all glass inside and outside with a squeegee

MONTHLY OFFICE CLEANING CHECKLIST

1. Vacuum chairs and vents