



Office Cleaning Checklist

Desk and Cubicle Areas

- Vacuuming carpets as needed or daily
- Dusting computer screens and keyboards
- Cleaning windows and mirrors
- Disinfecting high-touch surfaces
- Dusting desks, shelves, and other surfaces
- Emptying recycling bins and trash cans

Kitchens and Break Rooms

- Disinfecting high-touch surfaces
- Discarding any trash left behind.
- Emptying recycling bins and trash cans
- Sweeping and mopping the floor

Reception and Waiting Areas

- Dusting or cleaning and disinfecting welcome desks.
- Vacuuming carpets as needed or daily
- Cleaning company sign and other elements guests see first.
- Cleaning windows and mirrors
- Disinfecting high-touch surfaces
- Dusting desks, hard surfaces, tables, and more
- Emptying recycling bins and trash cans
- Ensuring walk-off mats are clean and properly placed.
- Sweeping and mopping the floor

Office Bathrooms

- Cleaning and disinfecting high touch areas.
- Cleaning and disinfecting sinks and countertops
- Cleaning and disinfecting toilets
- Cleaning mirrors and other reflective surfaces
- Emptying recycling bins and trash cans

- Replacing toilet paper and paper towels
- Sweeping and mopping the floor

Exterior Office Areas

- Cleaning glass doors and windows
- Emptying outdoor trash cans
- Ensuring welcome mats are clean and properly placed.
- Pressure washing sidewalks, driveways, and other concrete surfaces as needed – additional charge.
- Sweeping entrances