Office cleaning checklist: nightly to quarterly

Take this sheet on a morning walk; tick what passes and note anything missed.

Office _____ **Address** _____

Checked by _____ **Date** _____

Each visit

- [ ] Every bin emptied, trash and recycling, with fresh liners
- [ ] Clear desks wiped and chairs pushed in
- [ ] Conference tables wiped and rooms set back in order
- [ ] Kitchen counters, sink and tables cleaned
- [ ] Door handles, switches and shared equipment wiped
- [ ] Restrooms cleaned and sanitized, fixtures outward
- [ ] Paper, soap and liners refilled
- [ ] Carpeted walkways vacuumed
- [ ] Entry, kitchen and restroom floors swept and mopped
- [ ] Entry door glass and push plates free of prints

Weekly

- [ ] Baseboards and corners near entrances detailed
- [ ] Ledges, sills and partition tops dusted
- [ ] Carpet vacuumed edge to edge, under furniture too
- [ ] Refrigerator, microwave and cabinet fronts wiped
- [ ] Restroom partitions and stall doors scrubbed
- [ ] Behind and around restroom fixtures detailed
- [ ] Chair arms and bases wiped
- [ ] Interior door glass and sidelights cleaned

Monthly

- [ ] Vents and return grilles dusted
- [ ] Walls by switches, door frames and corners spot-cleaned
- [ ] Glass partitions wiped
- [ ] Hard floor edges and corners scrubbed
- [ ] Light fixtures and high ledges dusted
- [ ] Trash and recycling containers washed

Quarterly and periodic

- [ ] Carpet hot water extraction booked
- [ ] Hard floors scrubbed and recoated, polished or burnished
- [ ] Restroom deep clean: grout, drains, partitions, scale
- [ ] Window cleaning, inside and out
- [ ] Entry walk and storefront pressure washed
- [ ] Whole office walked with this sheet and priorities reset

Notes