

# Commercial Office Cleaning Checklist

## General Areas & Offices

- Dust all surfaces, shelves, furniture, and décor
- Wipe down desks, tables, counters, and workstations
- Empty all trash and recycling bins; replace liners
- Vacuum carpeted areas
- Sweep and mop hard floors
- Clean interior glass and mirrors
- Disinfect high-touch points (doorknobs, light switches, phones, keyboards, remotes)
- Clean baseboards as needed
- Spot-clean walls and doors
- Organize chairs and common-area seating

## Reception & Lobby

- Wipe down front desk and countertops
- Dust and clean waiting room furniture
- Spot-clean entry glass and door handles
- Vacuum entry rugs and mats
- Straighten magazines, brochures, or displays
- Sanitize guest seating

## Break Room / Kitchenette

- Clean and sanitize counters, tables, and sinks
- Wipe appliance exteriors (microwave, fridge, dishwasher, coffee maker)
- Clean inside microwave
- Sanitize cupboard handles and high-touch areas
- Sweep and mop floors
- Empty trash and recycling
- Refill paper towels, soap, and basic supplies (if provided)

## Restrooms

- Clean and disinfect toilets and urinals

- Sanitize sinks, counters, and fixtures
- Clean mirrors
- Refill toilet paper, soap, and paper towels
- Empty trash bins
- Sweep and mop floors with disinfectant
- Wipe stall doors, handles, and partitions
- Remove spots from walls and baseboards

## **Conference Rooms**

- Wipe down tables, chairs, and equipment surfaces
- Dust screens, monitors, and electronics
- Sanitize high-touch areas (remotes, handles, cords)
- Vacuum or mop floor surfaces
- Organize chairs and reset layout

## **Optional Add-Ons (Deep or Periodic Cleaning)**

- High dusting (vents, fans, beams)
- Interior window cleaning
- Vacuum upholstery
- Clean inside fridge
- Scrub break room cabinets and appliance interiors
- Carpet shampooing or floor scrubbing
- Disinfecting fog or spray treatments
- Detailed wall or baseboard wash