

OFFICE CLEANING CHECKLIST

RECEPTION AREA/LOBBY

- Mop or vacuum the floors
- Wash any glass doors or surfaces with the right cleaning solution
- Dust and polish furniture with a treatment or wood cleaner
- Disinfect furniture that is touched often, including door handles, light switches and phones
- Empty wastebaskets and refill with a new trash bag
- Tidy up any accessories, décor or furniture that looks out of place

CONFERENCE/BREAK ROOMS

- Vacuum any carpet or sweep hard flooring
- Disinfect all phones and devices with wipes
- Dust any furniture such as filing cabinets, bookshelves and countertops
- Empty wastebaskets and refill with a new trash bag

KITCHEN

- Sweep and clean tile floors
- Disinfect the sink and clean the drain of any food debris
- Clean and dry any dirty dishes with soap or run the dishwasher with the right detergent if applicable
- Clean and disinfect the microwave
- Toss any expired or old food from the refrigerator and freezer
- Empty trash and recycling containers and replace the trash bags

RESTROOMS

- Sweep and mop tile flooring
- Test all plumbing equipment, including toilets, urinals, faucets and hand dryers
- Clean toilets and urinals with bathroom cleaners
- Tidy and disinfect all surfaces, countertops and sinks
- Disinfect main door handle and each stall
- Refill all paper products, including toilet paper, paper towels and toilet seat covers
- Check and refill hand soap and dispensers
- Empty all wastebaskets and refill with new trash bags

OFFICES/CUBICLES

- Mop or vacuum the floors
- Dust and clean desks, countertops and other flat surfaces with disinfectant wipes
- Dust and disinfect computers, accessories and other devices (fax machines, copiers, phones)
- Empty all wastebaskets and refill with new trash bags

EXTERIOR CLEANING

- Glass cleaning
- Garden cleaning
- Front and back cleaning of common office areas

