Office cleaning checklist: nightly to quarterly

Carry this sheet through the office early in the morning and tick each line you find done.

Office _____ **Address** _____

Checked by _____ **Date** _____

Every night

- [ ] Desk, kitchen and copy-room bins collected and relined
- [ ] Restroom toilets, urinals, sinks, counters and mirrors cleaned
- [ ] Tissue, hand towels and soap filled
- [ ] Kitchen counters, sink, tables and appliance fronts wiped
- [ ] Handles, switches, push plates and elevator buttons wiped
- [ ] Reception counter, visitor chairs and front-door glass clean
- [ ] Mats and carpeted aisles vacuumed
- [ ] Hard floors swept and damp-mopped
- [ ] Meeting-room tables wiped, chairs pushed in
- [ ] Sills, cabinet tops and partition rims dusted

Weekly

- [ ] Microwave inside and kitchen cabinet fronts cleaned
- [ ] Restroom partitions and wall tile by fixtures washed
- [ ] Door, sidelight and conference-room glass cleaned
- [ ] Carpet edges and corners vacuumed
- [ ] Hard-floor baseboards wiped
- [ ] Clear desktops wiped where requested

Monthly

- [ ] Light lenses within reach dusted
- [ ] Restroom tile and grout machine-scrubbed
- [ ] Chair bases, table legs and furniture undersides wiped
- [ ] Lobby and conference seating vacuumed
- [ ] Door frames, kick plates and switch-side wall marks spot-cleaned
- [ ] Restroom floor edges hand-scrubbed
- [ ] Fridge interior wiped after staff clear it

Quarterly and periodic

- [ ] Traffic lanes and entry carpet extracted
- [ ] Vinyl and tile scrubbed and recoated, or stripped and refinished
- [ ] Supply and return grilles washed, twice a year or quarterly when busy
- [ ] Exterior and high interior glass washed
- [ ] Entry walks and building front pressure washed
- [ ] High ledges and fixtures dusted

Walkthrough notes

- [ ] Lines that do not apply struck out
- [ ] Missing rooms or tasks added
- [ ] Frequency changes marked for the next plan update

Notes