

OFFICE CLEANING



Office cleaning checklist



To-Do List

Office desk & cubicles

- Clean computer screens and dust keyboards
- Recycle paper and empty trash cans
- Vacuum floors around and under desks and tables
- Clean the windows in offices
- Dust desks, shelves, and other surfaces
- Disinfect the surfaces that people touch: phones, lamps, keyboards, fax machines, copiers, staplers, and more

To-Do List

Office kitchen and break room

- Discard food wrappers, unwanted food, perishables that are expired, and more
- Clean utensils and dishware and put clean ones away
- Empty trash and recycling
- Clean out the refrigerator of old food. Disinfect surfaces in the refrigerator
- Clean the coffee pot and discard old coffee grinds
- Clean and disinfect surfaces people eat and prepare food on, like the table or counters
- Clean appliances like the toaster or microwave
- Check water cooler and make sure there is water and cups for people to drink

To-Do List

Office Reception And Waiting Areas

- Clean off and organize a welcome desk
- Dust the desk, hard surfaces, waiting room tables, and more
- Empty trash and recycling bins
- Replenish water cups at water cooler and make sure that water cooler has water for guests
- Organize books or magazines that are left for visitors to read
- Clean out coffee machine and filter if there is common coffee in the lobby
- Dust the desk, hard surfaces, waiting room tables, and more
- Clean and dust windows, company sign
- Disinfect surfaces people touch, like lamps, phones, call buttons
- Try to clean the carpet in the waiting areas

To-Do List

Office Bathrooms

- Clean and disinfect the toilets
- Clean and disinfect the sinks
- Sweep the floor of debris, then mop it with disinfectant
- Clean off hard surfaces, discard paper towels and other trash
- Replace empty toilet paper rolls and paper towel rolls
- Clean the mirror with glass cleaner
- Check and make sure that all of the hand dryers are working

To-Do List

Outside of your office

- Sweep any leaves, branches, or debris that is on the sidewalk or near the front door
- Make sure welcome mats are cleaned off and in the right place
- Clean glass doors and window
- Empty outdoor trashcans to avoid any smells
- Make sure parking lot is free of hazards like branches or snow piles
- Hire Professionals to Help!!!!

Daily & Monthly cleaning

Main area of focus - daily:

- Collect all dirty cups and wash, put away afterwards (making sure they thoroughly cleaned)
- Clean and tidy desks/ tables
- Hoover (everywhere including under the desks)
- Clean glass doors (touch points)
- Clean Kitchen (sides, sink, microwave, hoover and mop kitchen floor)
- Empty bins and replace with new bin bags
- Collect brown boxes when empty, and black boxes when empty and leave by reception

Main area of focus - weekly:

- Clean fridge inside and check the expiry date and quality of food inside)
- Dust sideboards and window seals
- Dust chair legs + Desk legs
- Hoover under sofas
- Clean bins