Office cleaning checklist by cadence

Carry this sheet on a morning walk and tick each line you find finished.

Office _____ **Floor or suite** _____

Walked by _____ **Date** _____

Every cleaning night

- ☐ Trash and recycling out, fresh liners in desk and kitchen bins
- ☐ Restroom toilets, urinals, sinks and counters cleaned, floor mopped
- ☐ Dispensers refilled: hand soap, towels, toilet rolls
- ☐ Breakroom counters, sink, tables and appliance handles wiped
- ☐ Handles, push plates, switches and keypads wiped
- ☐ Reception desk wiped, front door glass free of handprints
- ☐ Conference tables wiped down, seating back in place
- ☐ Aisles, private offices and conference rooms vacuumed
- ☐ Lobby, kitchen and hall hard floors swept and damp-mopped
- ☐ Lights switched off, listed doors locked, alarm armed

Weekly rotation

- ☐ Sills, shelf tops, filing cabinets and cubicle ledges dusted
- ☐ Carpet edges and space beneath desks reached with a crevice tool
- ☐ Microwave inside, refrigerator front and handle cleaned
- ☐ Interior door glass, sidelights and conference glass cleaned
- ☐ Stall dividers and restroom doors washed front and back
- ☐ Wall scuffs near switches and doorways lifted
- ☐ Guest and conference seating wiped
- ☐ Entry mats vacuumed, edges swept

Monthly detail

- ☐ Baseboards hand-wiped
- ☐ Supply and return grilles at reachable height dusted
- ☐ Blinds dusted
- ☐ Upholstered chairs and lobby furniture vacuumed
- ☐ Breakroom cabinet faces wiped
- ☐ Kitchen and entry hard floors machine-scrubbed
- ☐ Restroom wall tile by sinks and urinals washed

Quarterly and project work

- [ ] Walkway and entry carpet extracted with hot water
- [ ] Vinyl tile finish refreshed, or stripped to bare tile and rebuilt
- [ ] High ledges, door tops and tall cabinets dusted
- [ ] Light fixtures and diffusers cleaned
- [ ] Restroom floor grout machine-scrubbed
- [ ] Inside window glass washed edge to edge

Notes