Office cleaning checklist by cadence

Walk the office after a visit, tick what is done and circle what needs another look.

Office or suite _____ **Address** _____

Walked by _____ **Date** _____

Every scheduled visit

- ☐ Reception counter wiped, entry glass free of handprints
- ☐ Clear desk surfaces cleaned, papers and personal items left in place
- ☐ Meeting room tables and chair arms wiped, floor and bins done
- ☐ Breakroom tables, counters and sink cleaned, appliance fronts wiped
- ☐ Restroom fixtures, mirrors, counters and partitions cleaned
- ☐ Restroom floors mopped
- ☐ Toilet paper, paper towels, soap and liners refilled
- ☐ Door handles, rails and shared touchpoints wiped
- ☐ Trash and recycling collected and taken out
- ☐ Carpet vacuumed, hard floors swept and mopped

Weekly

- ☐ Baseboards and chair legs wiped
- ☐ Carpet along walls and under desks vacuumed
- ☐ Interior glass walls and meeting room doors cleaned
- ☐ Kitchen and elevator stainless polished
- ☐ Microwave wiped inside
- ☐ Kick plates, door faces and switch plates spot-cleaned

Monthly

- ☐ High ledges, partition tops and cabinet tops dusted
- ☐ Reachable vents and light lenses dusted
- ☐ Corridor and copier-area wall marks spot-cleaned
- ☐ Detailed pass on glass partitions and stainless
- ☐ Reception and lounge seating vacuumed
- ☐ Restroom wall tile and stall hardware detailed

Quarterly and periodic

- ☐ Carpet extraction in walkways, meeting rooms and offices
- ☐ Carpet stains spot-treated
- ☐ Vinyl tile scrubbed, recoated or burnished
- ☐ Strip and wax where the floor finish is worn through
- ☐ Restroom tile and grout machine-scrubbed
- ☐ Windows cleaned inside and out

Your notes for the cleaning company

- ☐ Circled lines passed to your contact
- ☐ Lines to move to a different cadence
- ☐ Tasks to add or remove from the list

Notes