



## Professional Office Cleaning Checklist

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Completed By: \_\_\_\_\_

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### General Office Area

- ☐ Empty all trash bins and replace liners
  - ☐ Dust desks, tables, and horizontal surfaces
  - ☐ Wipe down and sanitize telephones and keyboards
  - ☐ Disinfect light switches, doorknobs, and shared surfaces
  - ☐ Clean glass partitions and interior windows
  - ☐ Vacuum all carpeted areas
  - ☐ Mop hard floors with disinfectant
  - ☐ Remove cobwebs from corners and ceiling edges
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### Workstations

- ☐ Wipe down desks and cubicle surfaces
  - ☐ Sanitize office chairs and armrests
  - ☐ Organize loose cables and wires
  - ☐ Dust shelves and file cabinets
  - ☐ Empty and sanitize personal trash bins
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### Restrooms

- ☐ Clean and disinfect toilets and urinals
  - ☐ Wipe down sinks, mirrors, and countertops
  - ☐ Refill soap dispensers and paper towel holders
  - ☐ Mop and disinfect floors
  - ☐ Empty sanitary bins and trash cans
  - ☐ Check for plumbing or odor issues
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### **Breakroom / Kitchenette**

- ☐ Wipe down countertops, tables, and chairs
  - ☐ Clean inside and outside of microwave and fridge
  - ☐ Sanitize sink and faucet
  - ☐ Empty trash and recycling bins
  - ☐ Restock paper towels and soap
  - ☐ Mop floors
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### **Common Areas**

- ☐ Dust and clean lobby and reception counters
  - ☐ Vacuum entry mats and rugs
  - ☐ Clean glass entry doors
  - ☐ Disinfect elevator buttons and handrails
  - ☐ Tidy magazines, flyers, or company literature
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### **Final Checks**

- ☐ Perform a walkthrough of all areas
- ☐ Ensure all supplies are stocked
- ☐ Report any maintenance issues
- ☐ Turn off lights and secure all doors