

Office Cleaning Chart

Service Frequency: ☐ Daily ☐ 3x/Week ☐ Weekly ☐ Biweekly ☐ Monthly

Assigned Employee: _____

Inspection Date: _____

☒ Reception / Lobby Area

- ☐ Empty trash and replace liners
 - ☐ Dust and wipe down reception desk and counters
 - ☐ Clean glass doors and windows (interior/exterior)
 - ☐ Vacuum carpet and entrance mats
 - ☐ Sweep and mop hard floors
 - ☐ Disinfect high-touch points (door handles, elevator buttons)
 - ☐ Straighten furniture and remove fingerprints
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☒ Office Workstations

- ☐ Empty desk waste bins
 - ☐ Spot clean desks and telephones (as required)
 - ☐ Vacuum floors under and around desks
 - ☐ Dust monitors, keyboards, and chair arms
 - ☐ Wipe down cubicle partitions (weekly)
 - ☐ Sanitize door handles and shared equipment
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Conference Rooms

- ☐ Wipe and disinfect tables and chairs
 - ☐ Vacuum floors and spot clean as needed
 - ☐ Clean whiteboards/glass boards
 - ☐ Disinfect remotes, phones, and touchpoints
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Breakroom / Kitchenette

- ☐ Clean countertops, tables, and chairs
 - ☐ Wipe exterior of appliances (microwave, fridge, coffee machine)
 - ☐ Clean inside microwave (daily/weekly)
 - ☐ Restock soap, paper towels, dishwashing supplies
 - ☐ Sweep and mop floors
 - ☐ Empty and sanitize trash and recycling bins
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Restrooms

- ☐ Clean and disinfect toilets, urinals, sinks
- ☐ Polish mirrors and chrome fixtures
- ☐ Restock toilet paper, paper towels, soap
- ☐ Empty and disinfect sanitary bins
- ☐ Sweep and mop floors with disinfectant
- ☐ Check for plumbing issues or odors

☒ **Additional**

- ☐ High dusting (vents, ceiling fans)
- ☐ Supply inventory tracking
- ☐ Deep Cleaning

Comments / Notes:

Manager Signature: _____

Employee Signature: _____