### **Office Cleaning Checklist**

**Company Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Completed By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **🧹 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

#### **🪑 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

#### **🚽 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

#### **☕ 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

#### **🏢 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

#### **🔄 Final Checks**

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