### **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