

Office Cleaning Checklist, Room by Room

Follow the crew's route from the front door to the kitchen and tick each line. Settle the last section before service starts.

Office _____ Address _____
 Checked by _____ Date _____
 Cleaning nights _____

Entry and reception

- ☐ Entry glass, door handles and push plates cleaned
- ☐ Front counter wiped clear
- ☐ Waiting chairs straightened
- ☐ Floor just inside the door vacuumed or mopped to suit its surface
- ☐ Extra care on entry floors that take street or warehouse grit

Workstations and private offices

- ☐ Open desk surfaces dusted around what people leave on them
- ☐ Bins and recycling emptied
- ☐ Chairs rolled back to the desk
- ☐ Paperwork, screens and belongings left as they are
- ☐ Restricted rooms cleaned only on the terms set for them
- ☐ Light switches, door handles, printers and copiers wiped

Meeting rooms, kitchens and breakrooms

- ☐ Meeting room tables wiped, chairs squared up and bins emptied
- ☐ Breakroom counters, sinks, tables and appliance fronts wiped
- ☐ Spills on the breakroom floor cleaned up
- ☐ Kitchen trash and recycling taken out
- ☐ Microwave handles and the coffee station counter wiped
- ☐ Tops of shared tables wiped

Restrooms and floors

- ☐ Restroom fixtures, mirrors, counters and partitions cleaned
- ☐ Restroom floors cleaned
- ☐ Paper and soap restocked under the agreed supply arrangement
- ☐ Carpet vacuumed and hard floors mopped along the whole route
- ☐ Busiest walkways given the most care
- ☐ Stone, VCT and carpet each cleaned with the method that suits it

Work on a longer cycle

TASK	WHEN IT'S DUE
☐ Burnish or recoat floor finish	Once traffic lanes begin to dull
☐ Deeper care for walkway carpet	When it shows wear
☐ Strip and refinish resilient floors	After the finish has worn through

Settle before service starts

- ☐ Off-limits rooms and how to handle them: _____
- ☐ How the crew enters after hours: _____
- ☐ Desks with paperwork, cleaned around or skipped: _____
- ☐ Rooms with the heaviest use: _____
- ☐ Preferred cleaning nights, weekends included: _____
- ☐ Who receives completed-task and issue reports: _____

Notes
