



Weekly Office Cleaning Checklist

General Areas (Reception, Hallways, Open Workspaces)

- ✓ Dust all surfaces including desks, tables, shelves, and windowsills
 - ✓ Empty and disinfect trash and recycling bins
 - ✓ Vacuum carpets and rugs thoroughly
 - ✓ Sweep and mop hard floors
 - ✓ Wipe down light switches, doorknobs, and high-touch surfaces
 - ✓ Clean and sanitize telephones and shared devices (copiers, fax, etc.)
 - ✓ Disinfect handrails and elevator buttons (if applicable)
 - ✓ Remove cobwebs and check corners/ceilings
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Individual Workstations

- ✓ Wipe down desks and computer equipment (monitors, keyboards, mice)
 - ✓ Sanitize armrests and office chairs
 - ✓ Organize and declutter where possible (only with permission)
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Kitchen/Break Room

- ✓ Wipe down countertops, tables, and cabinet exteriors
 - ✓ Clean and disinfect sinks and faucets
 - ✓ Wipe exterior and handles of refrigerator, microwave, and appliances
 - ✓ Check fridge for expired items and dispose of them
 - ✓ Restock paper towels, dish soap, and supplies
 - ✓ Sweep and mop floors
 - ✓ Empty and clean trash and recycling bins
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Restrooms

- ✓ Clean and disinfect toilets, urinals, and sinks
 - ✓ Wipe down mirrors and countertops
 - ✓ Refill soap dispensers, paper towels, and toilet paper
 - ✓ Empty trash and sanitary bins
 - ✓ Sweep and mop floors with disinfectant
 - ✓ Wipe and disinfect doors, handles, and light switches
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Glass & Windows

- ✓ Spot-clean entryway glass and interior windows
 - ✓ Wipe down glass doors and partitions
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