

Office Cleaning Checklist

A workplace office cleaning checklist covering desks, common areas, restrooms, and kitchens.

Daily: Desks and Workstations

- ☐ Disinfect desks, keyboards, mice, and phones at shared stations
- ☐ Wipe down monitor stands and desk surfaces
- ☐ Empty desk-side and recycling bins and replace liners
- ☐ Straighten chairs and clear clutter from walkways
- ☐ Spot-clean spills and marks on desks and floors

Daily: Common and High-Touch Areas

- ☐ Disinfect door handles, light switches, and elevator buttons
Focus on shared touchpoints to limit the spread of germs.
- ☐ Wipe down reception desks and waiting-area surfaces
- ☐ Sanitize shared equipment like printers and copiers
- ☐ Tidy meeting rooms and wipe down conference tables
- ☐ Empty all communal bins and replace liners
- ☐ Refill hand sanitizer stations

Daily: Restrooms

- ☐ Clean and disinfect toilets, urinals, and sinks
- ☐ Wipe down counters, mirrors, and fixtures
- ☐ Restock toilet paper, paper towels, and soap
- ☐ Empty restroom bins and replace liners
- ☐ Mop the restroom floor and check for odors

Daily: Kitchen and Break Room

- ☐ Wipe down counters, tables, and the sink
- ☐ Clean the microwave interior and the coffee station
- ☐ Load or run the dishwasher and put away clean dishes
- ☐ Empty the kitchen trash and recycling
- ☐ Restock paper towels, dish soap, and supplies
- ☐ Wipe down the fridge exterior and discard old food on Fridays

Weekly: Floors and Surfaces

- ☐ Vacuum all carpets and rugs, including edges and under desks
- ☐ Mop hard floors throughout the office
- ☐ Dust surfaces, shelves, and window sills
- ☐ Clean interior glass, partitions, and door panels
- ☐ Dust vents, blinds, and light fixtures
- ☐ Wipe down baseboards and skirting

Weekly: Deep Tasks and Supplies

- ☐ Deep clean the kitchen, including the fridge interior
- ☐ Scrub restroom tiles, grout, and floors

- ☐ Disinfect all shared electronics and equipment thoroughly
- ☐ Audit and restock all cleaning and restroom supplies
- ☐ Wipe down upholstered chairs and spot-clean fabric
- ☐ Inspect each area and note any maintenance issues