

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