



Professional Office Cleaning Checklist



Daily Tasks (Every Shift – Non-Negotiable)

- Empty trash bins & replace liners
- Sweep/vacuum/mop high-traffic floors
- Disinfect handles, switches, shared touchpoints
- Wipe desks/workstations (as allowed)
- Clean restrooms (toilets, sinks, mirrors, restock supplies)
- Spot-clean entry glass

Notes(issues/maintenance): _____

Lobby & Common Areas

- Sweep/vacuum/mop floors
- Wipe reception desk & chairs
- Clean entry doors (inside & out)
- Empty bins & organize reading material
- Sanitize door handles & elevator buttons

Notes(issues/maintenance): _____

Office Areas

- Dust desks, monitors, shelves
- Empty trash daily
- Vacuum under/around desks
- Sanitize shared equipment (printers, copiers, phones)

Notes(issues/maintenance): _____

Conference Rooms

- Wipe tables & chairs after meetings
- Sanitize remotes & presentation tools
- Empty bins
- Clean whiteboards & replace markers
- Spot-clean glass partitions, vacuum/mop floors

Notes(issues/maintenance): _____

Reminder for Cleaners

Consistency matters. Follow this checklist every shift. Report any maintenance issues (leaks, broken lights, furniture damage) immediately. Thank you for keeping the workplace clean and professional.