

Office cleaning checklist

Weekly tasks

- Empty waste containers and dispose of trash in accordance with regulations
- Take refuse bins out for waste collection
- Vacuum and mop hard floors
- Vacuum carpets, remove stains as necessary
- Wipe down tables and counters with a damp cloth
- Dust surfaces, e.g., shelves, cabinets, windowsills
- Disinfect high-touch surfaces, e.g., telephones, light switches, door handles
- Clean glass surfaces of fingerprints, e.g., mirrors, windows, glass doors, partitions
- Water leafy plants
- Clean kitchen countertops and appliances, e.g., microwave, refrigerator, cooktop
- Clean water dispensers/coolers
- Load dishwasher and wash dishes
- Refill consumable supplies, e.g., sugar, tea, coffee
- Intensively clean sanitary facilities inside and outside, e.g., toilets, urinals, sinks
- Refill hygiene articles as needed, e.g., soap, towels, toilet paper
- Clean elevators
- Clean stairwells according to rotating schedule
- Tend outdoor facilities, e.g., sweep walkways, clear snow, water plants
- Check technical installations, e.g., in parking lots, garages
- Check functionality of fire and escape doors
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Office cleaning checklist

Monthly tasks

- Clean office and outdoor waste containers
- Clean doors and door frames, windows and window frames
- Shampoo carpets to remove stubborn stains
- Wipe down surfaces, e.g., shelves, cabinets, windowsills
- Remove cobwebs
- Wipe down lamps and light fixtures
- Clean radiators
- Clean air conditioners
- Dust baseboards
- Clean table and chair legs
- Clean, or arrange for cleaning of, curtains and blinds if necessary
- Descale kitchen appliances, e.g., coffee maker, electric kettle, dishwasher
- Deep-clean kitchen appliances, e.g., refrigerator, microwave, oven
- Clean faucets and drain strainers
- Deep-clean sanitary facilities, including joints
- Place reorders for hygiene articles and supplies if necessary
- Clean auxiliary spaces, e.g., basement, utility rooms, storerooms
- Clean outdoor installations, e.g., bell system, mailboxes, handrails
- Tend outdoor facilities if necessary, e.g., weeding, mowing lawns, pruning plants
- Beat and clean floor mats, clean floor grills
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Office cleaning checklist

Special tasks

- Clean floors and surfaces following renovations, e.g., painting, tiling, or carpentry work
- Impregnate and polish floors
- Clean PCs, e.g., keyboards, mice, fans, and housings
- Carry out minor repairs and maintenance, e.g., change light bulbs, replace water faucets
- Clean beverage machines by agreement with vendor
- Clean building facade
- Clean outdoor facilities, e.g., parking lots and grounds
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