

## Office Cleaning Checklist, Room by Room

Walk each room after a visit and tick what was done. Fill in the last section before the walkthrough so the crew knows what it cannot see on its own.

Office \_\_\_\_\_ Address \_\_\_\_\_  
Checked by \_\_\_\_\_ Date \_\_\_\_\_

### Entry and reception

- ☐ Front counter and visitor seating wiped
- ☐ Handprints cleared from the entry door glass and sidelights
- ☐ Waste bin behind the desk emptied
- ☐ Entry mats vacuumed and the floor beyond them cleaned
- ☐ Display shelves, brochure racks and desk ledges dusted where reachable

### Workstations and private offices

- ☐ Clear areas of each desk wiped
- ☐ Chairs tucked back in place
- ☐ Ledges and partitions dusted
- ☐ Every waste and recycling bin emptied
- ☐ Papers, monitors and private items left where staff left them
- ☐ Work area carpet vacuumed, with extra passes on the busiest aisles
- ☐ Hard floors under desks and in corridors swept and mopped
- ☐ Shared hot desks wiped every visit

### Meeting rooms

- ☐ Conference tables wiped, chairs pushed back
- ☐ Whiteboard trays cleared of marker dust
- ☐ Smudges cleared from glass walls and door panels
- ☐ Floor under the table given its own pass
- ☐ Main client conference room reset on every visit

## Kitchens, breakrooms and restrooms

- ☐ Kitchen counters and tables wiped
- ☐ Kitchen sink scrubbed
- ☐ Drips cleaned off the fridge, microwave and coffee machine fronts
- ☐ Kitchen waste and recycling removed, floor mopped
- ☐ Toilets, urinals, sinks and mirrors cleaned
- ☐ Restroom partitions and touch points wiped
- ☐ Floor mopped in each restroom
- ☐ Paper, soap and liners refilled from the office's own supply

## What happens less often

- ☐ Lobby and corridor hard floors scrubbed, burnished or recoated as wear shows
- ☐ Carpet extraction booked once vacuuming no longer lifts traffic marks
- ☐ Floor treatments set for evenings or weekends so rooms dry before staff return
- ☐ Periodic work lined up with the recurring schedule

## Tell the crew

- ☐ Rooms that must look ready every morning: \_\_\_\_\_
- ☐ Offices or files that stay off limits: \_\_\_\_\_
- ☐ When the last staff member usually leaves: \_\_\_\_\_
- ☐ Where the paper and soap stock is kept: \_\_\_\_\_
- ☐ After-hours entry, badge and alarm steps: \_\_\_\_\_
- ☐ Doors that must stay locked: \_\_\_\_\_

## Notes

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