

Office Cleaning Checklist, Room by Room

Tour the suite room by room and tick each item done on the visit. Go over the last section with the crew at the walkthrough and whenever the office changes.

Office _____ Address _____
Checked by _____ Date _____

Entry and reception

- ☐ Front counter free of dust and smudges
- ☐ Visitor chairs and side tables wiped
- ☐ Entry door glass clean
- ☐ Floor vacuumed or mopped to suit its surface
- ☐ Brochure racks dusted
- ☐ Top of the reception desk free of fingerprints
- ☐ Area just inside the door free of dust

Workstations and private offices

- ☐ Waste and recycling removed
- ☐ Open desk surfaces wiped, papers and equipment left in place
- ☐ Phones, keyboards and personal items where staff left them
- ☐ Guest chairs and doorway glass in private offices wiped
- ☐ Under-desk areas and paths to printers vacuumed
- ☐ Empty hybrid rows dusted on their rotation

Meeting rooms

- ☐ Conference tables wiped, chairs pushed in
- ☐ Meeting room trash and recycling emptied
- ☐ Erased whiteboards wiped
- ☐ Rooms booked for client meetings moved up the list

Kitchens and breakrooms

- ☐ Counters and tables wiped
- ☐ Sinks scrubbed
- ☐ Appliance fronts and handles cleaned
- ☐ Floor mopped last
- ☐ Microwave interiors and fridge cleanouts settled with the office

Restrooms and floors

- ☐ Toilets and urinals cleaned
- ☐ Restroom sinks and mirrors cleaned
- ☐ Stall partitions wiped
- ☐ Dispensers checked
- ☐ Restroom floor cleaned
- ☐ Kitchen, restroom and lobby hard floors mopped
- ☐ Work-area carpet vacuumed, or on a rotation that follows traffic

Periodic schedule

- ☐ Carpet extracted, spots treated
- ☐ Wall detail work
- ☐ Interior glass detail work
- ☐ Kitchen stainless steel
- ☐ Periodic work booked for a weekend or low-occupancy day
- ☐ Daytime porter visits for reception and restrooms, if added

Tell the crew

- ☐ Rooms clients and visitors see first
- ☐ Spots that bother staff most
- ☐ Desks or rooms to leave alone
- ☐ Busiest days and hybrid weeks
- ☐ Office rules for shared food in the kitchen
- ☐ Alarm times, locked doors and rooms with sensitive files

Notes
