



Coral Coast Cleaning

Office Cleaning Checklist

Office Desks And Cubicles

- Clean computer screens and dust keyboards
- Recycle paper and empty trash cans
- Vacuum floors around and under desks and tables
- Clean the windows in offices
- Disinfect the surfaces that people touch: phones, lamps, keyboards, fax machines, copiers, staplers
- Dust desks, shelves, and other surfaces

Office Kitchens And Break Rooms.

- Clean utensils and dishware and put clean ones away
- Empty trash and recycling
- Clean out the refrigerator of old food. Disinfect surfaces in the refrigerator
- Clean the coffee pot and discard old coffee grinds
- Clean and disinfect surfaces people eat and prepare food on, like the table or counters
- Clean appliances like the toaster or microwave
- Check water cooler and make sure there is water and cups for people to drink

Office Reception And Waiting Areas

- Clean off and organize a welcome desk
- Dust the desk, hard surfaces, and waiting room tables
- Empty trash and recycling bins
- Replenish water cups at the water cooler and make sure that water cooler has water for guests
- Organize books or magazines that are left for visitors to read
- Clean out coffee machine and filter if there is common coffee in the lobby
- Clean and dust windows, company sign, and other elements visiting guests see first
- Disinfect surfaces people touch, like lamps, phones, call buttons and bells, and TV screens
- Clean the carpet in the waiting and common areas

Checklist For Cleaning Office Bathrooms

- Clean and disinfect the toilets
- Clean and disinfect the sinks
- Sweep the floor of debris, then mop it with disinfectant
- Clean off hard surfaces, discard paper towels and other trash not in the recycling bin, and disinfect all hard surfaces
- Replace empty toilet paper rolls and paper towel rolls
- Clean the mirror with glass cleaner
- Check and make sure that all of the hand dryers are working