

## Office Cleaning Checklist

### Office Desks & Workspaces

- Clean computer screens and dust keyboards
- Dust desks, shelves, and surrounding surfaces
- Disinfect high-touch items (phones, keyboards, copiers, staplers, and more)
- Vacuum floors around and under desks and tables
- Clean front office doors

### Reception & Common Areas

- Clean and organize reception desks
- Dust furniture, tables, and surfaces
- Empty trash and recycling bins
- Clean and maintain waiting areas
- Disinfect high-touch surfaces (phones, lamps, call buttons, etc.)
- Clean windows, signage, and visible guest-facing areas
- Vacuum carpets and maintain floors

### Restrooms

- Clean and disinfect toilets and sinks
- Sweep and mop floors with disinfectant
- Sanitize all hard surfaces
- Replace paper products (toilet paper, paper towels)
- Clean mirrors and fixtures
- Check and ensure hand dryers are functioning properly

### Kitchens & Break Rooms

- Clean and put away dishes and utensils
- Empty trash and recycling
- Clean and disinfect countertops and food prep areas
- Clean appliances (microwave, toaster, coffee machine)
- Remove old food and sanitize refrigerator surfaces (Friday)
- Check and restock water cooler supplies

Every detail matters. Our structured cleaning process ensures your workspace remains clean, healthy, and consistently maintained so you can focus on running your business with confidence.