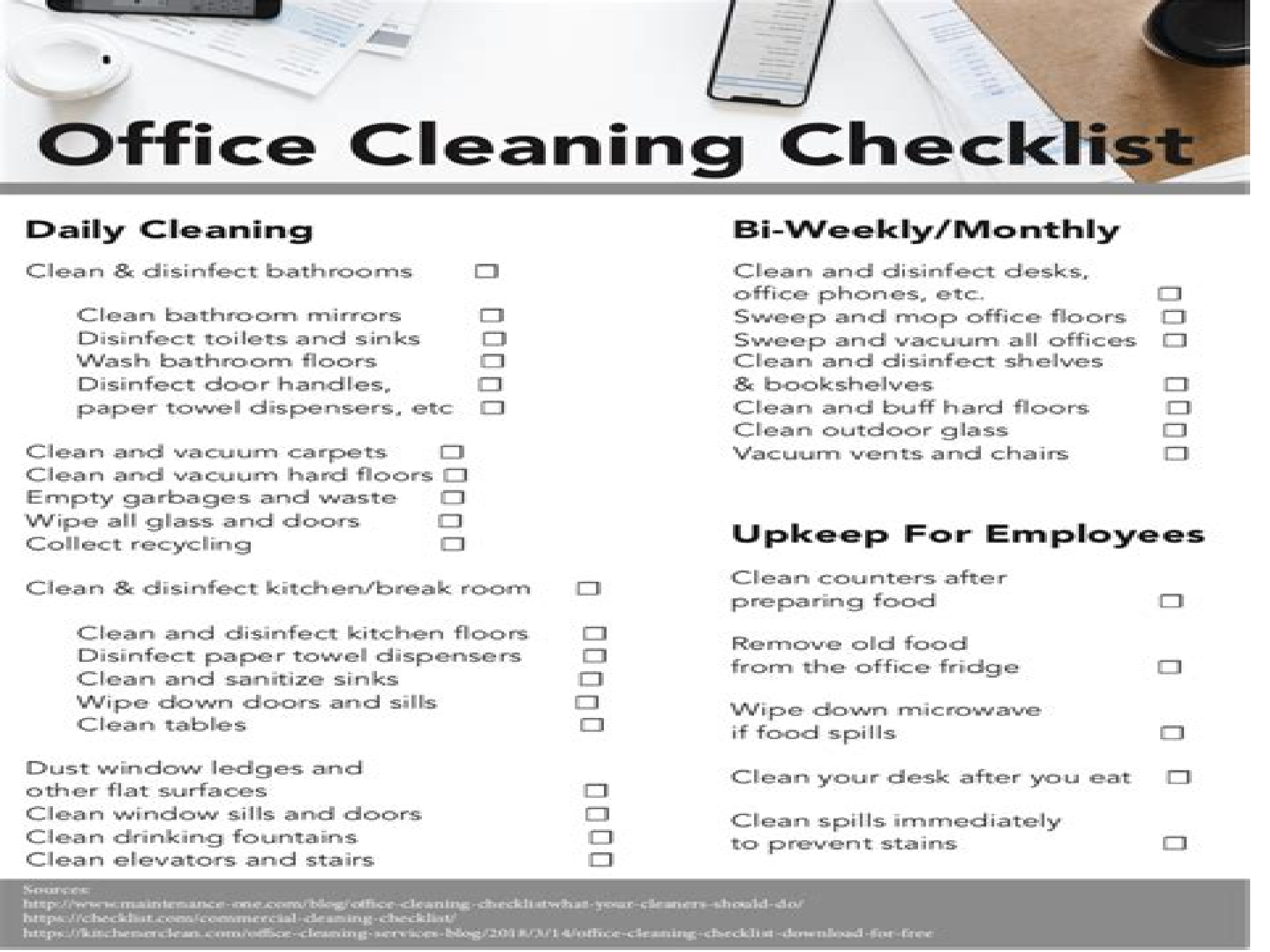


A top-down view of a desk with various office supplies including a smartphone, a pen, a stapler, and some papers, serving as a background for the checklist title.

Office Cleaning Checklist

Daily Cleaning

- Clean & disinfect bathrooms ☐
- Clean bathroom mirrors ☐
 - Disinfect toilets and sinks ☐
 - Wash bathroom floors ☐
 - Disinfect door handles, paper towel dispensers, etc ☐
- Clean and vacuum carpets ☐
- Clean and vacuum hard floors ☐
- Empty garbages and waste ☐
- Wipe all glass and doors ☐
- Collect recycling ☐
- Clean & disinfect kitchen/break room ☐
- Clean and disinfect kitchen floors ☐
 - Disinfect paper towel dispensers ☐
 - Clean and sanitize sinks ☐
 - Wipe down doors and sills ☐
 - Clean tables ☐
- Dust window ledges and other flat surfaces ☐
- Clean window sills and doors ☐
- Clean drinking fountains ☐
- Clean elevators and stairs ☐

Bi-Weekly/Monthly

- Clean and disinfect desks, office phones, etc. ☐
- Sweep and mop office floors ☐
- Sweep and vacuum all offices ☐
- Clean and disinfect shelves & bookshelves ☐
- Clean and buff hard floors ☐
- Clean outdoor glass ☐
- Vacuum vents and chairs ☐

Upkeep For Employees

- Clean counters after preparing food ☐
- Remove old food from the office fridge ☐
- Wipe down microwave if food spills ☐
- Clean your desk after you eat ☐
- Clean spills immediately to prevent stains ☐

General Office Cleaning Check List

J Ma



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