

Office cleaning checklist: nightly to periodic

Walk the suite in the morning and tick each line you can see is done.

Suite or floor _____ Property _____
 Walked by _____ Date _____

Every service night

- ☐ Desk, copy area and kitchenette bins emptied and relined
- ☐ Recycling taken to the central containers
- ☐ Restroom fixtures, sinks, counters, mirrors and floor cleaned
- ☐ Tissue, towels and hand soap topped up
- ☐ Kitchenette counters, sink, tables and appliance doors wiped
- ☐ Door handles, switches and shared keypads wiped
- ☐ Clear desk surfaces wiped, papers and equipment untouched
- ☐ Reception desk and suite entry glass free of smudges
- ☐ Offices, aisles and open work areas vacuumed
- ☐ Kitchen, entry and corridor hard floors swept and damp-mopped

Weekly

- ☐ Sills, shelf tops, cabinets and panel tops dusted
- ☐ Carpet edges, corners and under desks vacuumed
- ☐ Conference and guest seating wiped or vacuumed
- ☐ Microwave inside, fridge handles and gaskets cleaned
- ☐ Glass partitions and conference glass cleaned within reach
- ☐ Busy corridor baseboards spot-wiped

Monthly

- ☐ Vents, return grilles and reachable fixtures dusted
- ☐ Baseboards wiped throughout
- ☐ Blinds dusted
- ☐ Upholstered chairs and lounge seating vacuumed
- ☐ Walls by switches, door frames and copiers spot-cleaned
- ☐ Cabinet fronts and outside of bins wiped

Quarterly and periodic

- ☐ Hard floors scrubbed and burnished on schedule
- ☐ Strip-and-refinish done on the floor's cycle
- ☐ Carpet extraction in traffic lanes and entries
- ☐ Fixtures, ductwork and high ledges dusted
- ☐ Interior windows, sills and frames detailed
- ☐ Set stains on upholstery spot-treated
- ☐ Restroom tile and grout machine-scrubbed

Follow-up

- ☐ Repeat misses noted with dates
- ☐ Lines to move to another cadence marked
- ☐ Notes shared with the service manager

Notes
