

Office cleaning checklist

CHECKLIST TEMPLATE

Business _____ Location _____ Date _____

Nightly checklist Every clean

TASK	TIME	INITIALS
Arrival and security		
☐ Sign in and disarm the alarm the way the site requires		
☐ Check for anything left unsecured or damaged, and report it		
Reception and entrances		
☐ Clean entrance glass, door handles and push plates		
☐ Wipe the reception desk and seating		
☐ Vacuum or mop entrance matting and floors		
Desks and offices		
☐ Empty desk bins and replace liners		
☐ Wipe clear desk surfaces without moving papers		
☐ Wipe phones, light switches and door handles		
Kitchens		
☐ Load or empty the dishwasher, as the site spec says		
☐ Clean benches, sinks, taps and splashbacks		
☐ Wipe appliance fronts, the microwave inside and the fridge handle		
Washrooms		
☐ Clean and disinfect toilets, urinals, basins and taps		
☐ Clean mirrors and wipe partitions and door handles		
☐ Refill soap, paper towel and toilet paper, and empty sanitary bins as contracted		
☐ Mop the floor with the washroom-only mop and colour-coded cloths		
Floors, bins and lock-up		
☐ Vacuum carpets and mop hard floors in the areas set for tonight		
☐ Take general waste and recycling to the right bins		
☐ Turn off lights, close windows, set the alarm and sign out		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____

Weekly checklist

Once a week, on the day set in the site spec

TASK	TIME	INITIALS
Dusting		
☐ Dust high surfaces, vents, ledges and picture frames		
☐ Dust skirting boards, chair legs and under desks		
Glass and partitions		
☐ Clean internal glass, partitions and meeting room screens		
Kitchens and appliances		
☐ Clean inside the fridge, removing out-of-date food as the client agreed		
☐ Descale the kettle and clean the coffee machine as the spec says		
Deep clean		
☐ Descale washroom fixtures and clean grout and walls		
☐ Spot-clean carpet stains and scrub hard floor edges		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____