

# DAILY OFFICE CLEANING CHECKLIST

## *Office desks and cubicles*

- Remove dust from keyboards
- Clean computer screens
- Empty rubbish and recycle the paper
- Vacuum floors near and under desks and tables
- Clean office windows
- Clean up the areas that people contact
- Dust surfaces such as desks, shelves, and others

## *Recreation and reception area*

- Clean and organise the welcome desk at the office reception
- Clean up any other desks, the tables in the waiting room, and other hardwood surfaces
- Empty the recycling and waste bins
- Make sure the water cooler contains water for visitors and replenish the water glasses there
- Arrange any periodicals or books that have been left out for guests to peruse
- Clean and dust the windows, the business sign, and other features that visitors first notice
- Disinfect surfaces that people touch, like lights, phones, bells and call buttons, TVs, and more
- Attempt to Hoover the carpet in your office's waiting and common rooms at least once every three to four months

## *Office kitchens*

- Throw away food wrappers, expired perishables, and undesired food
- Put clean dishes and cutlery away after cleaning them
- Empty the recycling and rubbish
- Remove any expired food from the refrigerator
- Clean the refrigerator's interior surfaces
- Clear out old coffee grounds from the coffee maker
- Clean and disinfect tables, counters, and other surfaces where people prepare and eat food
- Tidy kitchen appliances and gadgets like the microwave oven
- Check the water cooler to ensure there is water and cups available for everyone to use

## *Toilets and bathrooms*

- Clean and sanitise the restrooms
- Wash and sanitise the sinks
- Clear the floor of debris before disinfectant-mopping it
- Before disinfecting any hard surfaces, clean them off, and throw away paper towels and other waste that isn't recyclable
- Replace used paper towel and toilet paper rolls
- Use glass cleaner to clean the mirror

# WEEKLY OFFICE CLEANING CHECKLIST

## *Overall tidying of the office*

- Eliminate clutter: Put it back where it belongs, recycle it, or dispose of it. Cords can be kept neatly wound up using zip ties
- Remove dust from public spaces. For difficult-to-reach areas like the crevices of your keyboard, use compressed air to blow away dust. Keep in mind the fan blades and light fixtures
- Remove smudges by spraying glass cleaner onto a towel
- Wipe clean all hard surfaces. Take note of high-germ places like the buttons on the water fountains, microwave, and refrigerator, as well as the vending machines
- Remove cobwebs. For those tall, challenging corners, mount the rag on the handle of a broom
- Dispose of old food and beverages
- Scrub dishes, glasses, and appliances
- Refill toilet paper and soap dispensers
- Disinfect any hard surfaces and clean the mirror
- Dispose recyclables and rubbish bags
- Clean the floors
- Clean under furniture: lift the couch cushions and relocate the pieces

## *Cleaning of not-so-obvious places*

- Dust quickly accumulates on lamps and fixtures. Wipe them down with a duster or microfiber cloth
- Clean vents and ducts using a Hoover with a hose attachment
- Clean keyboards and mice with a disinfectant spray or wipes
- Clean light switches and door frames using a spray or wipe with disinfectant
- Empty and clean rubbish cans to prevent odours and the growth of germs
- Clean walls down with a wet cloth or sponge
- Clean chairs and couches using a Hoover attachment for upholstery

# MONTHLY OFFICE CLEANING CHECKLIST

## *High spaces and ceilings*

- Dust light fixtures, ceiling fans, and other high surfaces with a long-handled duster or microfiber cloth
- Dust the tops of cabinets and shelves
- Look around light fixtures and along moulding for cobwebs. To sweep them away, use a Hoover attachment or a broom
- Clean air vents and ceiling tiles with a Hoover with an extension wand
- Check the ceilings and high areas frequently for indications of mould growth, water damage, or other potential problems
- Use safety precautions when cleaning high areas and ceilings, including using a stable ladder, donning non-slip footwear, and tying up loose items

## *Dusting upholstery*

- Take out any loose rubbish or items, including papers, pens, or other office materials
- Remove loose dust or dirt on the surface of the upholstery using a Hoover with a brush attachment to remove it carefully
- Spot clean any stains or spills that may have occurred on the upholstery using a clean, damp cloth and a mild cleaning solution
- Clean all woven or material window coverings

## *Tidy up the office boxes*

- Sort the office's boxes by function or department once you have gathered all of them
- Remove anything old or no longer needed
- Get rid of any dirt or debris, Hoover the boxes, and dust them with a microfiber cloth
- Use storage options like shelves, cabinets, or office drawers to maintain the boxes' organisation and cleanliness