

Office Cleaning Checklist

Use this as a briefing guide when onboarding a new cleaning company, or as a weekly quality check.

Office / Location: _____

Date: _____

Checked by: _____

WORKSTATIONS & FURNITURE

✓	Task	Notes
<input type="checkbox"/>	Wipe and clean floors, or vacuum if carpeted	
<input type="checkbox"/>	Dust computer screens, CPUs and keyboards with a microfibre cloth; wipe down desk surfaces and legs	
<input type="checkbox"/>	Dust surfaces of cabinets, tables, bookshelves and other furniture	
<input type="checkbox"/>	Treat spots or stains on fabric chairs; wipe down chair arms and legs; clear dirt from swivel chair wheels	
<input type="checkbox"/>	Wipe and sanitise phones, intercoms and remote controls	

WINDOWS, DOORS & FIXTURES

✓	Task	Notes
<input type="checkbox"/>	Wipe down all doors and windows with detergent or soapy water, including glass panels	
<input type="checkbox"/>	Vacuum and dust curtains and blinds	
<input type="checkbox"/>	Clean light fixtures, fans and air-conditioner cabinets with a duster or cloth	

PANTRY & COMMUNAL AREAS

✓	Task	Notes
<input type="checkbox"/>	Clean pantry area including sink, microwave, kettle and other appliances	
<input type="checkbox"/>	Empty all bins and replace bin liners	

BATHROOMS

✓	Task	Notes
<input type="checkbox"/>	Clean and disinfect bathroom sink and toilet bowl	
<input type="checkbox"/>	Restock toiletries (toilet paper, soap, hand towels)	
<input type="checkbox"/>	Wipe down mirrors and tap fittings	