

OFFICE CLEANING CHECKLIST

A complete cleaning checklist for your office

DAILY OFFICE CLEANING CHECKLIST

1

RECEPTION AREAS IN OFFICES AND THE LOBBY

- Vacuum and mop bare floors and carpets.
- Cleaning and sanitizing trash cans.
- Cleaning the tables, chairs, switches, and doorknobs.
- Cleaning metallic surfaces.
- Cleaning and sanitizing trash cans.

2

DINING AREA AND WASHROOM

- Cleaning and sanitizing trash can.
- Cleaning the toilet bowl and sink.
- Cleaning the mirror and vanity tops.
- Cleaning the flooring

3

CHECKLIST FOR OFFICE RECEPTION

- Dusting and floor mopping.
- Cleaning the doorknobs on the front door.
- Cleaning the upholstery and chairs
- Removing garbage cans.

4

A CHECKLIST FOR OFFICE CUBICLES

- Cleaning the dust from the shelves, tables, and cabinets.
- Removing garbage cans.
- Cleaning the keyboard, mouse, monitor, and computer of any dust.
- Cleaning the blinds, lamp shades, and window sills.

5

CLEANING THE BATHROOM

- Glass and mirror surfaces should be cleaned.
- Cleaning the cabinets and vanity tops.
- Cleaning the sink and toilet.
- Ensuring that there is sanitizer, liquid hand soap, and toilet paper.
- The hand dryer should be tested.
- Cleaning the flooring.

For Full and Daily, Weekly, Monthly Office Cleaning Checklist

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