



Daily Office Cleaning Checklist

Keep your office clean and tidy with this Daily Office Cleaning Checklist! This is a great way to track your cleaning progress, and ensure that your office space always looks its best.



Reception, Waiting Areas & Lobby Cleaning Task

- Empty bins and dispose garbage
- Vacuum covers and tangles
- Sweep and vacuum surfaces
- Clean and disinfect surfaces
- Clean and wipe office furniture
- Clean and wipe office windows

Washroom Cleaning Task

- Refill toilet essentials
- Disinfect and clean toilet bowls and urinals
- Clean mirrors and glass surfaces
- Disinfect handles and accessories
- Clean the watermarks
- Mop tiles and flooring
- Restock paper towels, hand soap and hand sanitizer

Areas Outside the Office Cleaning Task

- Pick up litter and debris
- Sweep porches and walkways
- Empty outdoor trashcans
- Clean glass doors and windows

Pantry/Kitchen Cleaning Task

- Empty bins and dispose garbage
- Wipe down counters and surfaces
- Clean pantry appliances
- Refill soap and paper towels
- Mop kitchen floors

Disinfect Commonly Touched Areas

- Doorknobs
- Handles and cabinet pulls
- Light switches, remote controls and
- Thermostats
- Chairs and desks
- Counters and tables
- Handrails on stairs and ramps
- Electronics including phones, computers and other office equipment