



Office Cleaning Supplies Checklist

Use this checklist to make sure you have all the necessary cleaning supplies on hand so that your office always looks its best.



Consumable Cleaning Items

- All-purpose stain and spot remover
- Baking soda (to use as a sink or countertop scrub)
- Tissue Paper
- Dishwashing Liquid
- Disinfecting wipes
- Facial tissue
- Floor cleaning solution
- Glass/window cleaner
- Disposable gloves
- Hand soap
- Kitchen cleaners (such as sink scrubbers and disinfecting counter sprays)
- Paper towels
- Sponges
- Sponge mop and/or dry mop
- Toilet bowl cleaner
- Trash bags
- Toilet paper
- Kitchen paper

Re-usable Cleaning Items

- Bucket
- Feather duster
- Broom, dustpan, and brush
- Micro-fiber cleaning cloths
- Reusable gloves

