



Weekly and Monthly Office Cleaning Checklist

With this Weekly and Monthly Office Cleaning Checklist, you can easily keep your office clean and tidy! This is an excellent way to track your cleaning progress, and make sure that your office space always looks its best.



Weekly Cleaning Task

- Carpet Cleaning
- Clean all glass surfaces
- Deep clean and sanitize appliances
- Disinfect shelves and telephones
- Vacuum floor mats and carpets
- Scrub sinks and tiles in restrooms and kitchen area



Monthly Cleaning Task

- Vacuum vents and office furniture
- Clean the window covers
- Disinfect hard-to-reach areas
- Polish any wooden surfaces
- Organize office drawers
- Discard useless files and papers

