

OFFICE CLEANING CHECKLIST

WEEKLY CLEANING

Offices, Lobby, Hall, Lunchroom and Stage Area

- Empty all trash receptacles, including outside and replace liners as needed. Remove trash to dumpster
- Vacuum carpeting
- Clean and polish drinking fountain/water cooler, appliances as needed
- Wipe inside of microwave if needed
- Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures, monitors and all manner of furnishings
- Damp wipe all horizontal surfaces to remove coffee rings and spillage
- Dust telephones
- Dust mop hard surface floors with a treated dust mop
- Damp mop hard surface floors to remove any spillage from soiled areas
- Damp wipe entryway and clean fingerprints from entrance glass
- Inspect and pick up, as needed, building entrance area
- Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture
- Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture
- Buff hard surface floors if needed

Restrooms

- Stock towels, tissue, and hand soap
- Empty sanitary napkin receptacles and wipe with a disinfectant
- Empty trash receptacles and wipe
- Clean and polish mirrors
- Wipe towel cabinet covers
- Toilets and urinals to be cleaned and sanitized inside and outside, including base at the floor.
- Polish bright work
- Toilet seats to be cleaned on both sides using a disinfectant
- Scour and sanitize all basins
- Dust partitions, top of mirrors and frames
- Remove splash marks from walls around basins
- Mop and rinse restroom floors with a disinfectant

MONTHLY CLEANING

Offices, Lobby, Lunchroom, Hall, Bathroom

- Complete all high dusting not reached in the above-mentioned cleaning
- Remove fingerprints and marks from around light switches and doorframes
- Vacuum all upholstered furniture
- Damp wipe telephones using a disinfectant
- Dust fan grate