Office Cleaning Checklist for COVID-19 Safety

Ensure a safe workplace with this comprehensive **office cleaning checklist** designed specifically for COVID-19 safety. It covers essential tasks like disinfecting high-touch surfaces, sanitizing shared equipment, and maintaining proper ventilation. Following this checklist helps minimize virus transmission and promotes a healthy environment for employees.

Daily Cleaning Tasks

- Disinfect door handles, light switches, and elevator buttons.
- Clean and sanitize desks, tables, and workspaces.
- Wipe down shared electronic devices (phones, printers, photocopiers, keyboards).
- Empty trash bins and replace liners.
- Mop floors with disinfectant solution.
- Clean restrooms and restock soap, hand sanitizer, and disposable towels.

Shared Spaces & Equipment

- Sanitize conference room tables and chairs before and after meetings.
- Disinfect kitchen and break room surfaces (countertops, appliances, sinks).
- Wipe vending machines, water coolers, and coffee machines frequently.
- Clean and disinfect shared office supplies (staplers, pens, remote controls).

Weekly/Periodic Tasks

- Deep-clean HVAC vents and check air filters to maintain proper ventilation.
- Disinfect less frequently touched surfaces (walls, windowsills, baseboards).
- Launder reusable cleaning cloths and mop heads at high temperatures.
- Sanitize upholstery and carpets with approved cleaning agents.

COVID-19 Safety Reminders

- **Ensure hand sanitizer stations are filled and accessible throughout the office.**
- **Place visible signage promoting handwashing and physical distancing.**
- Ventilate rooms regularly by opening windows or using air purifiers.
- Staff responsible for cleaning should wear appropriate PPE (gloves, masks).

Record Keeping

- Document cleaning schedules and completed tasks daily.
- Report and address any missed areas or shortages of cleaning supplies immediately.