

# Customizable Office Cleaning Checklist Template

Enhance your workspace efficiency with our **customizable office cleaning checklist template**, designed to streamline daily cleaning tasks. Easily adapt the checklist to fit your office's unique needs, ensuring a spotless and organized environment. Perfect for maintaining a productive and hygienic workplace.

**How to Use:** Check off each task as you complete it. Add or remove tasks as needed to tailor this checklist for your office.

## Daily Cleaning Tasks

- ☐ Wipe down desks & tables
- ☐ Empty trash bins & replace liners
- ☐ Vacuum or sweep floors
- ☐ Sanitize keyboards, phones & shared equipment
- ☐ Dust flat surfaces

☐ Add your custom task...

## Weekly Cleaning Tasks

- ☐ Clean windows & glass partitions
- ☐ Deep dust shelves & fixtures
- ☐ Wipe kitchen appliances & surfaces
- ☐ Sanitize restrooms (toilets, sinks, mirrors)
- ☐ Mop floors

☐ Add your custom task...

## Monthly Cleaning Tasks

- ☐ Deep clean carpets & rugs
- ☐ Clean air vents & replace filters
- ☐ Wipe down walls, doors & baseboards
- ☐ Clean light fixtures

☐ Add your custom task...