

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...