

# Detailed Office Cleaning Checklist for Deep Cleaning

Ensure a spotless workspace with our **detailed office cleaning checklist** designed for deep cleaning. This comprehensive guide covers every area from desks to common areas, promoting a healthy and productive environment. Regular use helps maintain cleanliness and office hygiene effectively.

## General Areas

- Dust all surfaces (desks, shelves, window sills, picture frames)
- Vacuum carpets and rugs thoroughly
- Mop and disinfect hard floors
- Disinfect frequently touched surfaces (door handles, light switches, telephones)
- Empty and sanitize all trash bins
- Clean glass surfaces and mirrors
- Wipe down baseboards and window ledges
- Vacuum upholstered furniture and spot clean stains

## Desks and Workstations

- Clear clutter from desks
- Wipe and disinfect desk surfaces
- Sanitize computer keyboards and mice
- Clean computer screens and monitor stands
- Organize cables and office supplies

## Meeting Rooms

- Dust and polish tables and chairs
- Disinfect remote controls, conference phones, and remotes
- Clean glass boards and whiteboards
- Vacuum floors and spot clean stains

## Reception and Waiting Area

- Wipe down reception desk and counters
- Sanitize seating and remove stains
- Vacuum carpets or mop floor surfaces
- Clean glass doors and partitions
- Empty trash cans and replace liners

## Restrooms

- Disinfect sinks, faucets, and handles
- Clean mirrors and glass surfaces
- Sanitize toilets and urinals
- Mop and disinfect floors
- Refill soap, paper towels, and toilet paper
- Empty and sanitize trash containers

## Kitchen/Breakroom

- Clean and sanitize countertops and tables
- Wipe down cabinets and appliance surfaces
- Clean inside microwaves, refrigerators, and sinks
- Empty and clean trash and recycling bins
- Sweep, mop, and disinfect floors
- Restock paper products and dish soap

## Additional Deep Cleaning Tasks (Monthly or Quarterly)

- Wash windows inside and out
- Dust vents, blinds, and ceiling fans

- Shampoo carpets and fabric upholstery
- Deep clean tile grout and remove stubborn stains
- Clean and disinfect air conditioning filters and units

**Tip:** Assign responsibilities and keep a cleaning log to ensure accountability and consistency. A clean office enhances focus and wellbeing for everyone!