Office Cleaning Checklist for Professional Cleaners

Ensure a spotless workspace with this comprehensive **office cleaning checklist** designed for professional cleaners. It covers all essential tasks from dusting and vacuuming to sanitizing high-touch surfaces, promoting a healthy and productive environment. Follow this guide to maintain cleanliness and impress clients consistently.

General Areas

- Empty all trash cans and replace liners
- Dust and wipe all horizontal surfaces (desks, tables, shelves)
- Vacuum carpets and rugs; clean hard flooring
- Clean and sanitize door handles, light switches, and other high-touch surfaces
- Wipe down windowsills and clean interior glass
- Spot clean walls and doors as needed
- Arrange chairs and tidy up communal spaces

Workstations & Offices

- Dust computer monitors, keyboards (do not spray directly), and telephones
- Wipe down desktops and armrests
- Empty personal trash bins
- Ensure all electronics are left as found

Reception & Waiting Areas

- Sanitize reception counters and visitor chairs
- Clean glass doors and entryways
- Organize magazines, brochures, and informational materials
- Wipe and disinfect all frequently touched surfaces

Break Rooms & Kitchens

- Wipe countertops, tables, and chairs
- Sanitize handles on appliances (microwave, refrigerator, coffee machine)
- Clean sinks and polish faucets
- Empty and sanitize trash and recycling bins
- Sweep and mop floors
- Restock paper towels, tissues, soap, and dish supplies

Restrooms

- Clean and disinfect sinks, faucets, and countertops
- Sanitize toilets and urinals (inside and out)
- Refill soap dispensers, toilet paper, and paper towels
- Wipe down mirrors and partitions
- Empty sanitary bins and trash
- Mop floors with disinfectant

Other Tasks

- Restock cleaning supplies as necessary
- Report maintenance issues
- Check for and report lost property
- Turn off lights and secure premises as instructed

Tip: Use checkboxes or a digital app to track completed tasks for thorough and efficient office cleaning!