

Printable Office Cleaning Checklist

Keep your workspace spotless and organized with this **printable office cleaning checklist** designed specifically for employees. It helps ensure all essential cleaning tasks are completed efficiently to maintain a healthy office environment. Easily printable and simple to follow, this checklist promotes accountability and cleanliness at work.

Task	Frequency	Done
Daily Tasks		
Empty personal and shared trash bins	Daily	<input type="checkbox"/>
Wipe down desks and work surfaces	Daily	<input type="checkbox"/>
Sanitize keyboards, phones & mice	Daily	<input type="checkbox"/>
Vacuum or sweep high-traffic areas	Daily	<input type="checkbox"/>
Clean and organize meeting rooms	Daily/After use	<input type="checkbox"/>
Weekly Tasks		
Dust shelves, monitors & office equipment	Weekly	<input type="checkbox"/>
Clean window sills and ledges	Weekly	<input type="checkbox"/>
Mop floors in kitchen and bathroom areas	Weekly	<input type="checkbox"/>
Restock and sanitize kitchen supplies	Weekly	<input type="checkbox"/>
Monthly Tasks		
Wipe windows and glass doors	Monthly	<input type="checkbox"/>
Deep clean shared office equipment	Monthly	<input type="checkbox"/>
Sanitize door handles and light switches	Monthly	<input type="checkbox"/>
Organize supply cabinets	Monthly	<input type="checkbox"/>

Supervisor Signature: _____ Date: _____