

Sustainable Office Cleaning Checklist

Implementing a **sustainable office cleaning checklist** ensures eco-friendly practices that minimize environmental impact. This checklist includes using non-toxic cleaning products, reducing waste, and conserving water and energy. Adopting these green cleaning habits promotes a healthier workspace and supports corporate sustainability goals.

1. Cleaning Products

- Use certified non-toxic, biodegradable, and plant-based cleaning products.
- Avoid harsh chemicals, aerosols, and fragrances.
- Choose refillable containers to reduce single-use packaging.

2. Waste Management

- Separate recyclables, compostables, and landfill waste in designated bins.
- Use reusable cleaning cloths and mop heads; avoid disposable wipes when possible.
- Empty recycling and compost bins regularly and responsibly.

3. Water & Energy Conservation

- Use cold water for cleaning tasks whenever feasible.
- Only run dishwashers and washing machines with full loads.
- Turn off lights and equipment when areas are not in use.

4. Air Quality & Ventilation

- Clean and replace air filters regularly to reduce dust and allergens.
- Open windows for fresh air whenever weather permits.
- Avoid air fresheners with artificial fragrances and opt for natural alternatives.

5. Communication & Training

- Educate staff about sustainable cleaning procedures.
- Clearly label green cleaning supplies and recycling bins.
- Review sustainable office cleaning practices regularly and update as needed.

Tip: Regularly audit your cleaning products and supplies to identify opportunities to further reduce environmental impact.