

Office Cleaning Checklist for Commercial Buildings

Maintaining a spotless environment is crucial for any commercial space, and an **office cleaning checklist** ensures every area is thoroughly addressed. This checklist covers essential tasks such as dusting surfaces, sanitizing restrooms, and emptying trash bins to promote hygiene and professionalism. Regular use helps create a welcoming atmosphere for employees and visitors alike.

General Areas

- Dust desks, chairs, and shelves
- Wipe and disinfect high-touch surfaces (light switches, door handles, etc.)
- Vacuum carpets and sweep/mop hard floors
- Empty trash bins and replace liners
- Clean glass surfaces and mirrors

Workstations & Offices

- Wipe phones, keyboards, and mouse devices
- Sanitize shared equipment
- Organize documents and office supplies
- Check and restock necessary supplies (notepads, pens, etc.)

Meeting & Conference Rooms

- Dust tables, chairs, and equipment
- Wipe and disinfect remote controls and presentation tools
- Empty trash bins
- Arrange chairs and clean whiteboards

Reception & Common Areas

- Sanitize reception counters and waiting areas
- Organize magazines and pamphlets
- Clean entry glass doors and windows
- Vacuum entry mats or rugs

Restrooms

- Disinfect toilets, urinals, sinks, and fixtures
- Wipe down counters and mirrors
- Refill soap, paper towels, and toilet paper dispensers
- Empty and sanitize trash bins
- Mop floors with disinfectant

Kitchen & Break Room

- Wipe countertops, tables, and appliances
- Clean sinks and faucets
- Empty and clean refrigerator (weekly)
- Refill dish soap, paper towels, and other supplies
- Take out trash and recycling
- Sweep and mop floors

Tip: Adjust the checklist as needed to suit your building's unique requirements and maintain a consistent cleaning schedule for best results.