

Daily Cleaning Checklist for Offices

Maintaining a **daily cleaning checklist** for offices ensures a hygienic and productive work environment by systematically addressing all essential cleaning tasks. This organized approach helps prevent the buildup of dirt and germs, promoting employee health and safety. Consistent daily cleaning also enhances the overall appearance and professionalism of the office space.

General Office Areas

- Empty all trash bins and replace liners
- Dust desktops, shelves, and horizontal surfaces
- Wipe and disinfect high-touch surfaces (door handles, switches, keyboards)
- Vacuum carpets and rugs; sweep and mop hard floors
- Arrange chairs and straighten workstations

Reception & Common Areas

- Clean glass doors and windows
- Wipe reception counters and waiting area tables
- Sanitize visitor chairs and shared surfaces
- Organize magazines, brochures, and other reading materials

Break Room / Kitchenette

- Clean and disinfect countertops, sinks, and appliances
- Wipe tables and chairs
- Empty garbage and recycling bins
- Replenish supplies (soap, paper towels, dishwashing liquid)
- Check and clean out fridge as needed

Restrooms

- Clean and disinfect toilets, urinals, and sinks
- Wipe down mirrors and counters
- Restock soap, toilet paper, and paper towels
- Sweep and mop floors
- Empty sanitary bins

Note: Assign responsibility for each area and inspect daily to ensure high cleaning standards are maintained.