

Daily Cleaning Log Form – Office

Maintain a spotless and organized workspace with this **daily cleaning log form** sample designed for offices. It helps track cleaning tasks efficiently, ensuring a hygienic and productive environment. Use this form to standardize cleaning routines and enhance office cleanliness accountability.

Office Details

Office Name		Date	
Area/Room		Cleaner Name	

Daily Cleaning Tasks Checklist

Task	Completed (✓/—)	Remarks
Empty trash bins		
Dust and wipe desks		
Vacuum/mop floors		
Clean door handles and switches		
Disinfect shared surfaces		
Restock supplies (e.g., hand soap, paper towels)		
Clean windows/glass partitions		

Supervisor Review

Supervisor Name		Signature		Date	
-----------------	--	-----------	--	------	--