

# Monthly Office Cleaning Checklist for Maintenance

Maintaining a clean and organized workspace is essential for productivity and health. This **monthly office cleaning checklist** ensures all areas are thoroughly cleaned and well-maintained, from dusting surfaces to sanitizing high-touch points. Regular upkeep promotes a professional environment and extends the lifespan of office equipment.

## General Areas

- Dust all surfaces, including shelves, windowsills, and baseboards
- Clean and disinfect light switches, door handles, and other high-touch areas
- Vacuum carpets and clean floors (mop if applicable)
- Wipe down and sanitize desks and tables
- Empty and clean trash bins; replace liners
- Organize communal spaces (magazines, brochures, supplies)

## Workstations

- Wipe computer screens, keyboards, and mouse surfaces
- Disinfect telephones and shared equipment
- Sort and dispose of unnecessary papers and stationeries
- Clean drawers and personal storage spaces

## Meeting Rooms

- Wipe down tables, chairs, and presentation equipment
- Clean windows and glass partitions
- Restock supplies (markers, notepads, etc.) as needed
- Check and clean remote controls and shared devices

## Kitchen/Break Room

- Clean inside and outside of microwave, refrigerator, and other appliances
- Disinfect countertops, sinks, and faucets
- Wipe cabinet exteriors and handles
- Check and discard expired food
- Mop floors and empty trash bins

## Restrooms

- Scrub and sanitize toilets, sinks, and fixtures
- Clean mirrors and dispensers
- Refill soap, paper towels, and toilet paper
- Mop and disinfect floors
- Empty and sanitize trash bins

## Entryway/Reception

- Wipe reception counters and surfaces
- Clean and polish glass doors and windows
- Organize magazines and brochures
- Vacuum mats and clean floors

**Note:** Check cleaning supplies each month and restock as necessary. Adapt this checklist to fit your office's specific needs and encourage staff to keep their personal spaces tidy between scheduled cleanings.