

Office Cleaning Checklist for Small Businesses

Maintain a pristine work environment with our comprehensive **office cleaning checklist for small businesses**. This guide ensures every nook and cranny is spotless, promoting health and productivity. Stay organized and efficient with tasks tailored specifically for small office spaces.

Daily Tasks

- Empty trash bins and replace liners
- Wipe down desks, tables, and other surfaces
- Clean and disinfect keyboards, mice, and phones
- Sweep/vacuum floors, especially entryways and high-traffic areas
- Clean glass doors and interior windows
- Organize common areas (waiting rooms, lobbies)

Weekly Tasks

- Mop hard floors
- Dust shelves, window sills, and picture frames
- Disinfect high-touch surfaces (light switches, door handles, etc.)
- Wipe down office equipment (printers, copiers, etc.)
- Clean inside of refrigerator and microwave

Monthly Tasks

- Deep-clean carpets and upholstery
- Clean air vents and ceiling fans
- Wash interior windows thoroughly
- Declutter storage areas and purge outdated items
- Inspect for pests and maintenance issues

Restroom Checklist

- Restock toilet paper, paper towels, and hand soap
- Sanitize sinks, countertops, and toilet seats
- Clean mirrors and fixtures
- Mop floors and empty trash bins

Breakroom Checklist

- Wipe down tables, chairs, and countertops
- Clean inside and outside of appliances
- Wash any used dishes/cutlery or load in dishwasher
- Take out trash and recycling

Pro tip: Assign cleaning responsibilities to staff on a rotating basis, or schedule a professional service for thorough results in smaller offices.