

Office Cleaning Checklist

Printable daily checklist for offices and professional workplaces

Facility / Site		Date	
Cleaner		Supervisor	

Reception and entrances

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| ☐ Clean and disinfect door handles, push plates, counters, and visitor touchpoints. | ☐ Vacuum mats and carpet; mop hard flooring and address slip hazards. |
| ☐ Clean entrance glass and remove fingerprints, dust, and visible marks. | ☐ Straighten seating, displays, and reception materials. |

Workstations and shared areas

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| ☐ Disinfect shared phones, keyboards, switches, controls, and meeting-room equipment. | ☐ Empty waste and recycling; replace liners and remove waste from the site. |
| ☐ Dust accessible desks, ledges, partitions, and horizontal surfaces. | ☐ Clean meeting tables, chairs, whiteboards, and interior glass. |

Kitchen, washrooms, and floors

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| ☐ Clean counters, sinks, taps, tables, and appliance exteriors. | ☐ Vacuum carpet edges and traffic lanes; spot-clean stains. |
| ☐ Clean and disinfect washroom fixtures, partitions, dispensers, and touchpoints. | ☐ Mop hard floors with the correct product and place caution signs as required. |
| ☐ Restock soap, paper products, and hand-sanitizer stations. | ☐ Report leaks, damage, supply shortages, pests, or persistent odours. |

Notes / maintenance issues