

DIY Office Cleaning Checklist

Date: _____

Initials Task Description

- Bathroom and Restroom Maintenance

- _____ Empty Trash Bins (including sanitary items)
- _____ Disinfect Surfaces (toilets, sinks, countertops)
- _____ Restock Supplies (toilet paper, paper towels, soap)
- _____ Clean Mirrors (ensure streak-free)
- _____ Floor Care (sweep and mop with disinfectant)
- _____ High-Touch Areas (sanitize light switches, door handles)

- Break Room and Kitchen Upkeep

- _____ Clear Surfaces (remove trash and food remnants)
- _____ Disinfect (clean countertops, tables, appliances)
- _____ Trash Management (empty bins and replace liners)
- _____ Appliance Care (clean microwaves and refrigerators)
- _____ Floor Cleaning (sweep and mop hard surfaces)

- Reception Area and Waiting Room Cleaning

- _____ Trash Removal (empty and replace bags)
- _____ Dusting (clean desks, tables, decorative items)
- _____ Sanitize High-Touch Areas (door handles, light switches)
- _____ Vacuuming (keep carpets clean)
- _____ Glass Cleaning (ensure windows and glass partitions are smudge-free)

- Office and Cubicle Cleaning

- _____ Trash Management (regularly empty all bins)
- _____ Surface Cleaning (dust desks, computer screens, shelves)
- _____ Sanitize (focus on high-touch areas like phones, doorknobs)
- _____ Floor Maintenance (vacuum carpets)
- _____ Window Care (spot clean windows)

- Exterior Office Areas

- _____ Window Cleaning (interior and exterior glass)
- _____ Trash Management (regularly empty outdoor trash cans)
- _____ Mats (keep welcome mats clean)
- _____ Pressure Washing (clean sidewalks and entrances)