



# Office Cleaning Checklist

## Reception Desk Area

- Empty all trash receptacles and replace liners
- Disinfect and wipe down the reception counter, desk, and telephone.
- Wipe down coffee table or other similar furniture in the room
- Straighten magazines and make the coffee table look presentable
- Dust tables, chairs, lamps, window shades, vents and other surfaces
- Sweep, vacuum, and/or mop the floors

## Cubicles/Offices

- Dust shelves, cabinets, and other hard surfaces
- Empty trash receptacles and replace liners
- Dust computer monitors and keyboards
- Disinfect the desk, phone, phone earpieces, and chair arms (if applicable)
- Dust windows, blinds/shades, and window ledges
- Clean window glass and any other glass surfaces
- Vacuum/sweep and mop the floors

## Kitchen/Break area

- Wipe down exterior of all appliances  
*(Refrigerator, dishwasher, microwave)*
- Wipe and disinfect countertops
- Straighten items on the countertop and make the area look presentable  
*(We do not touch personal items, only general community items)*
- Empty trash and recycling receptacles, and replace liners
- Clean sink and faucet
- Vacuum/sweep and mop floors

## Bathroom

- Empty trash receptacles and sanitary napkin dispensers
- Wipe and sanitize sinks, paper towel dispensers/hand-dryers
- Clean and disinfect toilet seats/inside of toilet
- Use glass cleaner to wipe down mirrors
- Sweep/mop floors
- Refill dispensers (soap, toilet paper, & paper towels)