

Office Cleaning Checklist

Built for workplace cleaning standards: reception, desks, meeting rooms, shared devices, kitchen, restrooms, floors, trash, supplies, service notes, and recurring office manager review.

FORMAT

Printable PDF checklist

CATEGORY

Work

EDITABLE ONLINE

<https://printablelistmaker.com/office-cleaning-checklist/>

Checklist

- ☐ 1. Set daily, weekly, monthly, and deep-clean standards for reception, desks, meeting rooms, kitchen, restrooms, and floors
- ☐ 2. Choose a printable layout with columns for room, frequency, owner, initials, time completed, and office manager review
- ☐ 3. Clear trash, recycling, food containers, dishes, paper clutter, boxes, and high-traffic surfaces
- ☐ 4. Disinfect door handles, light switches, shared desks, conference tables, phones, keyboards, remotes, and touchscreens
- ☐ 5. Clean kitchen counters, sink, fridge handles, microwave, coffee area, appliances, cabinets, and pantry overflow
- ☐ 6. Restock restroom paper, soap, sanitizer, trash liners, feminine products, air care, and cleaning supplies
- ☐ 7. Vacuum carpets, sweep and mop hard floors, spot-clean spills, entry mats, stairs, and under desks
- ☐ 8. Separate daily office reset tasks from weekly dusting, monthly vent checks, appliance interiors, storage, and supply audits
- ☐ 9. Record supply shortages, maintenance issues, odors, pests, leaks, damaged fixtures, and skipped cleaning zones
- ☐ 10. Review service quality with cleaner, office manager, landlord, or facility vendor on a recurring schedule

Planning note

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Tips

Separate visible reset from sanitation

Office cleaning should include both the visible reset people notice and high-touch sanitation they may not see. Door handles, shared devices, conference tables, kitchen handles, and restrooms need explicit lines.

Write down frequency and standards

A vague office cleaning list creates service disputes. Mark daily, weekly, monthly, and deep-clean tasks, then add room-specific standards so the office manager and cleaner share the same definition of done.

Common questions

What should be on an office cleaning checklist?

Include reception areas, desks, shared equipment, meeting rooms, kitchens, restrooms, floors, trash, recycling, supply restocking, high-touch surfaces, and maintenance notes.

How often should an office cleaning checklist be used?

Use daily tasks for trash, surfaces, restrooms, and kitchens; weekly tasks for floors and deeper shared areas; and monthly tasks for vents, storage, appliance interiors, and service review.

Can this checklist work for a commercial cleaning service?

Yes. Edit the standards, rooms, frequency, and exceptions, then print it for cleaner handoff, office manager review, or service quality checks.

Track supply and maintenance problems

Cleaning teams often spot low supplies, leaks, pests, odors, broken dispensers, or damaged fixtures first. Add a notes line so cleaning becomes an early warning system, not only a reset task.

Generated by Printable List Maker. Edit the live version at <https://printablelistmaker.com/office-cleaning-checklist/>. This checklist is for organization and planning only; follow applicable professional, safety, legal, food-code, lease, or workplace requirements where relevant.