

Office Cleaning Checklist



Break Rooms and Meeting Rooms

- ✓ Appliances, large and small, sprayed, wiped, and scrubbed (interiors upon request)
- ✓ Microwave exterior/interior cleaned
- ✓ Fingerprints on all woodwork, door frames, and switch plates removed
- ✓ Tables and chairs cleaned
- ✓ Countertops and backsplash washed and scrubbed (all items removed and replaced)
- ✓ Cabinet fronts and handles washed
- ✓ Sinks scrubbed and disinfected (dishes upon request)
- ✓ Floors vacuumed and/or washed
- ✓ Windowsills cleaned (blinds dusted with spot clean upon request)
- ✓ Blinds washed (additional fee)
- ✓ Baseboards washed (without moving big furniture)
- ✓ Trash cans emptied and relined
- ✓ Furniture top, front, and underneath dusted and polished



Bathrooms

- ✓ Toilets, inside and out, disinfected
- ✓ Chrome fixtures cleaned and shined
- ✓ Countertops disinfected (all items removed and replaced)
- ✓ Cabinet fronts and handles washed
- ✓ Sinks scrubbed and disinfected
- ✓ Floors vacuumed and/or washed
- ✓ Baseboards washed (without moving furniture)
- ✓ Trash cans emptied and relined
- ✓ Mirrors cleaned



Other Areas, including Hallways and Stairs

- ✓ Upholstered furniture vacuumed
- ✓ Fingerprints on all woodwork, door frames, and switch plates removed
- ✓ Cobwebs removed
- ✓ Ceiling fans wiped (height restrictions apply)
- ✓ Lamps cleaned and lampshades dusted
- ✓ Pictures dusted
- ✓ Furniture top, front, and underneath dusted and polished
- ✓ Hardwood floors vacuumed and/or washed
- ✓ Tile floors swept, mopped, and vacuumed
- ✓ Hallways and stairs vacuumed and/or washed
- ✓ Carpets vacuumed
- ✓ Windowsills cleaned (blinds dusted and spot cleaned upon request)
- ✓ Blinds washed (additional fee)
- ✓ Baseboards washed (without moving big furniture)
- ✓ Trash cans emptied and relined