

# OFFICE CLEANING

## CHECKLIST

### DAILY

- ✓ Wipe down office equipment
- ✓ Disinfect commonly touched surfaces
- ✓ Vacuum and mop the floor
- ✓ Sanitize restroom surfaces
- ✓ Wipe down kitchen surfaces

### WEEKLY

- ✓ Dust all surfaces, including shelves, and desks
- ✓ Clean windows and glass doors
- ✓ Vacuum and sweep the floor
- ✓ Disinfect elevator interiors and buttons
- ✓ Clean conference room tables and chairs

### MONTHLY

- ✓ Vacuum clean upholstery and curtains
- ✓ Wipe down baseboards, vents, and ceiling fans
- ✓ Clean stainless steel surfaces.
- ✓ Deep clean carpets and rugs
- ✓ Inspect and replace light bulbs

### YEARLY

- ✓ Deep cleaning the entire office space
- ✓ Clean and dust light fixtures
- ✓ Shampoo clean upholstered furniture
- ✓ Disinfect air vents and ducts
- ✓ Disinfect office blinds and curtains

# General Office Cleaning Check List

**Camilla Rothe**



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