

OFFICE CLEANING CHECKLIST

Cleaning for the following areas:

- Reception and Waiting Areas
- Office Areas, Conference Rooms and Halls
- Kitchen/Break Room
- Bathrooms

DUTIES	DESCRIPTION	FREQUENCY
RECEPTION AND WAITING AREAS:		
Clean		Daily/Weekly
Desk/shelves		Daily/Weekly
Organize		Daily/Weekly
Chairs		Daily/Weekly
Dust, wipe down		Daily/Weekly
Dust		Daily/Weekly
Floors		Daily/Weekly
Trash		Daily/Weekly
OFFICE AREAS, CONFERENCE ROOM AND HALLS		
Dust, wipe down		Daily/Weekly
Dust, wipe down		Daily/Weekly
Dust, wipe down		Daily/Weekly
Clean		Daily/Weekly
Trash receptacles		Daily/Weekly
Vacuum		Daily/Weekly
Floors		Daily/Weekly