

OFFICE DAILY CLEANING CHECKLIST

WORKSTATIONS & DESKS	MON	TUE	WED	THU	FRI
WIPE DESKS AND SURFACES					
DISINFECT KEYBOARDS AND MOUSE					
CLEAN COMPUTER SCREENS					
ORGANIZE PAPERS AND SUPPLIES					
EMPTY DESK TRASH BINS					

COMMON AREAS	MON	TUE	WED	THU	FRI
WIPE TABLES AND COUNTERTOPS					
DISINFECT DOOR HANDLES					
CLEAN LIGHT SWITCHES					
STRAIGHTEN CHAIRS AND FURNITURE					
REMOVE CLUTTER					

FLOORS	MON	TUE	WED	THU	FRI
SWEEP ALL FLOORS					
VACUUM CARPETS/RUGS					
MOP HARD FLOORS					
SPOT CLEAN STAINS					

TRASH & RECYCLING	MON	TUE	WED	THU	FRI
EMPTY ALL TRASH BINS					
REPLACE TRASH LINERS					
SORT AND REMOVE RECYCLING					

PANTRY / BREAK ROOM	MON	TUE	WED	THU	FRI
CLEAN TABLES AND CHAIRS					
WIPE KITCHEN COUNTERS					
WASH DISHES OR LOAD DISHWASHER					
CLEAN MICROWAVE (INSIDE & OUTSIDE)					
REFILL SUPPLIES (TISSUE, SOAP, ETC.)					

RESTROOMS	MON	TUE	WED	THU	FRI
CLEAN AND DISINFECT TOILET					
WIPE SINK AND COUNTERTOP					
REFILL SOAP AND TISSUE					
CLEAN MIRRORS					
MOP FLOOR					

FINAL TOUCH	MON	TUE	WED	THU	FRI
AIR FRESHEN ROOM					
CHECK OVERALL CLEANLINESS					
TURN OFF UNUSED LIGHTS/EQUIPMENT					

NOTES