

# Cleaning Checklist

Date: \_\_\_\_\_



## WORK AREAS

- Empty trash bins & replace liners
- Wipe and disinfect desks & tables
- Clean keyboards, mouse, and phones
- Arrange chairs and tidy workspace
- Remove clutter from floors

## GENERAL AREAS

- Sweep or vacuum floors
- Mop hard floors
- Clean door handles & light switches
- Wipe glass doors/windows (spots)
- Dust visible surfaces

## RECEPTION

- Tidy seating area
- Wipe tables and counters
- Arrange magazines/brochures
- Disinfect frequently touched surfaces
- Mop the floor

## RESTROOM

- Clean and disinfect toilets
- Clean sinks & mirrors
- Refill soap, tissue, paper towels
- Empty trash bins
- Mop floor with disinfectant

## PANTRY

- Clean countertops
- Wash dishes / load dishwasher
- Clean sink

## SUPPLIES CHECK

- Refill hand sanitizer
- Refill cleaning supplies
- Check tissue & paper stock