

FREE PRINTABLE CHECKLIST

OFFICE CLEANING CHECKLIST

Daily, weekly and monthly tasks to keep your workplace clean, safe and presentable.

36 tasks

Daily to quarterly

Sign-off sheet

Free PDF

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PDF

● Daily

- ☒ Empty all bins and replace liners
- ☒ Wipe cleared desks and workstations
- ☒ Disinfect door handles and switches
- ☐ Clean kitchen benches and sink
- ☐ Clean and restock bathrooms
- ☐ Vacuum high-traffic carpet areas
- ☐ Clean reception glass and doors

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Office Cleaning Checklist

Daily, weekly and monthly tasks to keep your workplace clean, safe and presentable.

SITE / OFFICE

WEEK STARTING

CLEANER

Safety first

Keep a Safety Data Sheet (SDS) on site for every chemical you use, store products in labelled containers, and never mix cleaning chemicals. Wear gloves when handling disinfectants and bathroom cleaners.

● Daily

10 tasks

- ☐ Empty all bins and replace liners
- ☐ Wipe cleared desks and workstations
- ☐ Disinfect door handles, switches and lift buttons
- ☐ Clean kitchen benches, sink and tables
- ☐ Load or unload the dishwasher
- ☐ Clean toilets, urinals, basins and mirrors
- ☐ Restock soap, toilet paper and hand towels
- ☐ Vacuum high-traffic carpet areas
- ☐ Spot mop hard floors and spills
- ☐ Clean reception glass and entry doors

● Weekly

9 tasks

- ☐ Vacuum all carpet, including under desks
- ☐ Mop all hard floors
- ☐ Dust shelves, cabinets and window sills
- ☐ Wipe phones, keyboards and mice
- ☐ Clean inside the microwave
- ☐ Wipe fridge handles and discard old food
- ☐ Clean internal glass partitions
- ☐ Wipe meeting tables and chair arms
- ☐ Dust skirting boards and door frames

● Quarterly or as needed

5 tasks

- ☐ Steam clean carpets
- ☐ Clean external windows
- ☐ Strip and seal hard floors
- ☐ Deep clean blinds
- ☐ Clean upholstery and partitions

● Monthly

9 tasks

- ☐ Clean inside the fridge
- ☐ Dust high areas, air vents and light fittings
- ☐ Wipe walls, doors and scuff marks
- ☐ Clean internal windows
- ☐ Scrub bathroom grout and floor edges
- ☐ Descale taps, kettles and the coffee machine
- ☐ Vacuum upholstered chairs
- ☐ Check stock of cleaning supplies
- ☐ Review the SDS register and PPE

● Sign-off

3 tasks

- ☐ Cleaner signature and date
- ☐ Supervisor check and date
- ☐ Issues reported (note on reverse)

Notes

Damage, missed spots or follow-ups

Short on time? Let the professionals handle it.

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