

DAILY OFFICE CLEANING CHECKLIST

Task	Area / Notes	Remarks
Wipe down door handles and push plates	All entry/exit points	
Clean and sanitise bathroom surfaces	Sinks, taps, mirrors, toilet seats	
Restock bathroom consumables	Soap, paper towels, toilet paper	
Wipe down kitchen benches and sink	Remove food residue and spills	
Clean and wipe down appliance exteriors	Microwave, kettle, coffee machine	
Empty all bins and reline	Kitchen, bathrooms, workstations	
Spot clean floors for spills or visible dirt	Reception, kitchen, high traffic areas	
Wipe reception desk and front-of-house surfaces	First impression areas	
Sanitise shared equipment	Photocopiers, printers, shared phones	
Wipe lift buttons and stairwell handrails	If applicable to your building	

A note on bathrooms: for offices with 15 or more staff, once-daily bathroom cleaning often isn't enough. A mid-day check and touch-up is worth adding to the schedule.

WEEKLY OFFICE CLEANING CHECKLIST

Task	Area / Notes	Remarks
Vacuum all carpeted areas throughout the office	Full sweep including under desks	
Mop hard floors	Pay attention to kitchen and bathroom floors	
Dust shelving, ledges and filing cabinets	Window sills, top of monitors, cabinets	
Wipe down desks and workstations	Surfaces, monitor screens, keyboard trays	
Clean glass partitions, windows and mirrors	Interior glass throughout	
Deep clean inside microwave	Remove and wipe turntable plate	
Wipe fridge exterior and check for expired items	Clear out old food with staff notice	
Sanitise keyboards, mice and desk phones	Use appropriate electronics-safe wipes	
Clean and sanitise meeting room tables and chairs	Including presentation equipment	
Wipe skirting boards and visible wall marks	Entry areas, corridors and kitchen	

MONTHLY OFFICE CLEANING CHECKLIST

Task	Area / Notes	Remarks
Deep clean kitchen – inside cupboards and behind appliances	Move appliances to clean underneath	
Clean light fixtures and overhead fittings	Dust and wipe bulb covers	
Clean window tracks, blinds and curtains	Wipe slats individually	
Wash or sanitise rubbish bin containers	Not just the liners – the bins themselves	
Wipe down all walls for marks and scuffs	Focus on entry points and corridors	
Clean behind and underneath large furniture	Desks, cabinets, couches	
Inspect and clean ceiling fans if applicable	Dust accumulates heavily on blades	
Sanitise all communal seating in break areas	Chairs, couches, armrests	

QUARTERLY OFFICE CLEANING CHECKLIST

Task	Area / Notes	Remarks
Professional carpet steam clean	All carpeted areas – removes deep-set grime	
Upholstery cleaning for office chairs and sofas	Focus on fabric and mesh chairs	
HVAC filter check and clean or replace	Affects air quality significantly	
Exterior window clean	Arrange with building manager if required	
Pressure wash entry areas, car park or outdoor spaces	If applicable	
Steam clean bathroom tiles and grout	Removes build-up that surface cleaning misses	
Full inspection of cleaning supplies and equipment	Restock and replace where needed	
Review and update the cleaning checklist	Adjust for seasonal or headcount changes	