Office cleaning by the calendar: visit to quarter

Take one column on a morning walk after a visit and tick each line you find done.

Office _____ **Address** _____

Checked by _____ **Date** _____

Every visit

- [ ] Desk, copy area and kitchen bins emptied and relined
- [ ] Recycling collected
- [ ] Restroom fixtures, counters, mirrors and partitions cleaned
- [ ] Restroom floors mopped
- [ ] Paper, soap and towel dispensers refilled
- [ ] Kitchen counters, sink and tables wiped
- [ ] Microwave, refrigerator and coffee maker exteriors wiped
- [ ] Reception counter and visitor chairs wiped
- [ ] Interior entry glass free of fingerprints
- [ ] Door handles, switches and stair rails wiped
- [ ] Carpet vacuumed in work areas, walkways and offices
- [ ] Tile and vinyl swept and mopped, entry strip first
- [ ] Desk surfaces cleaned where requested, items left in place

Weekly

- [ ] Sills, partition tops, shelf edges and cabinet tops dusted
- [ ] Chair bases, table legs and conference seating wiped
- [ ] Carpet edges, corners and under-furniture floor vacuumed
- [ ] Meeting room glass walls and door panels cleaned
- [ ] Microwave inside, refrigerator handles and gaskets cleaned
- [ ] Scuffs lifted from doors, kick plates and switch walls
- [ ] Restroom stall doors and partitions washed

Monthly

- [ ] Baseboards and door frames wiped
- [ ] Vents, return grilles and reachable light fixtures dusted
- [ ] Floor behind and beside kitchen appliances cleaned
- [ ] Upholstered chairs and lobby furniture vacuumed
- [ ] Entry and breakroom hard floors scrubbed or burnished
- [ ] Dispenser housings and hand dryer covers detailed

Quarterly and longer cycle

- [ ] Carpet extraction in traffic lanes, entries and breakroom
- [ ] Carpet spot treatment
- [ ] Worn traffic lanes recoated
- [ ] VCT strip and wax when the finish is past recoating
- [ ] Restroom grout scrubbed, fixtures descaled, drains flushed
- [ ] Exterior windows washed, sills and tracks included
- [ ] High ledges and tall shelving tops dusted

Your notes for the next visit

- [ ] Lines missed, with room and date
- [ ] Lines to move to a different column
- [ ] Seasonal changes, such as the entry floor in wet months

Notes