

Office / Commercial Cleaning Checklist

Cleaned Daily

- Clean & disinfect bathrooms
- Clean bathroom mirrors
- Disinfect toilets and sinks
- Wash bathroom floors
- Disinfect door handles, paper towel dispensers, etc. in bathrooms
- Clean and vacuum carpets
- Clean and vacuum hard floors
- Empty garbages and waste
- Wipe all glass and doors
- Collect recycling
- Clean & disinfect kitchen/break room
- Clean and disinfect kitchen floors
- Disinfect paper towel dispensers
- Clean and sanitize sinks
- Wipe down doors and sills
- Clean tables
- Dust window ledges and other flat surfaces
- Clean window sills and doors
- Clean drinking fountains
- Clean elevators and stairs