SHOWHOW · CHECKLIST

Office Cleaning Checklist

Office clients notice two things: the kitchen and the restrooms. This checklist is for cleaning companies sending crews into small and mid-size offices, usually in the evening when nobody is around to explain what's expected. It covers the routine daily clean in the order that keeps crews moving, plus the security steps that keep the contract, because a door left unlocked is worse than a dusty desk.

What you'll need

- Keys, fob or alarm code
- The client's site notes
- Color-coded cloths
- Vacuum, mop and bucket
- Trash can liners

Steps

- [ ] **Turn off the alarm and sign in.**
  Use the building's sign-in sheet or app, if it has one.

- [ ] **Read the site notes before you start.**
  Rooms that are off limits, desks not to touch and meeting rooms still in use.

- [ ] **Empty all the trash and recycling and put in new liners.**
  Do this first so the bags are ready to take out at the end.

- [ ] **Wipe desks only where they're clear.**
  Don't move papers, screens or keyboards unless the client has asked you to.

  Watch out: Never move papers or unplug anything on a desk. Clients notice, and it can lose someone's work.

- [ ] **Wipe the door handles, light switches and shared phones.**
  These are the most-touched surfaces in the office.

- [ ] **Clean the meeting room tables and chairs, then reset the room.**
  Put cups in the kitchen and markers back in their tray. Wipe the whiteboard only if the client has asked.

- [ ] **Clean the kitchen: sink, counters, appliance fronts and table.**
  Wipe inside the microwave. Load and run the dishwasher if the client wants that.

- [ ] **Spray the restroom fixtures and let the product work.**
  Follow the label for how long to leave it. Clean the mirrors and counters in the meantime.

- [ ] **Clean the restrooms from top to bottom, toilets last.**
  Sinks and mirrors first, then toilets and urinals with a separate cloth.

- [ ] **Restock soap, paper towels and toilet paper.**
  Note anything running low in the client's supply closet.

- [ ] **Vacuum the carpets and mop the hard floors, working toward the exit.**
  Put out a wet floor sign while the floors dry.

- [ ] **Take the trash and recycling to the right dumpsters.**
  Follow the building's recycling rules.

- [ ] **Walk through and check every room once.**
  Lights off where they should be, windows closed, faucets off.

- [ ] **Set the alarm and lock up.**
  Push on the door to check it has locked behind you.

  Watch out: If the alarm won't set, don't leave. Call the office.

- [ ] **Report anything broken, missing or unusual to the office.**
  A photo and one line is enough.

How to adapt it

- Keep a site-specific version for each client, with their notes in the second step.
- Rotate deep-cleaning tasks, like baseboards and inside fridges, on a weekly schedule.
- Add a photo of each site's alarm panel and supply closet.
- Pair new cleaners with an experienced one for their first two visits to each site.