Office cleaning by frequency: walk-through sheet

Pick one cadence group, walk the office in the morning and tick each line you find done.

Office _____ **Address** _____

Walked by _____ **Date** _____

Every visit

- ☐ Desk, copy area and breakroom bins emptied and relined
- ☐ Toilets, urinals, sinks, counters and mirrors clean
- ☐ Restroom floors mopped
- ☐ Towels, tissue and hand soap refilled
- ☐ Breakroom sink, counters and tables wiped
- ☐ Handles, switches and shared touchpoints wiped
- ☐ Accessible desk surfaces wiped, papers left in place
- ☐ Reception counter and entry glass free of smudges
- ☐ Walkways, work areas and offices vacuumed
- ☐ Hard floors dust-mopped and damp-mopped

Weekly

- ☐ Sills, ledges, shelves and cabinet tops dusted
- ☐ Carpet edges, corners and under-desk floor vacuumed
- ☐ Conference and lobby seating wiped or vacuumed
- ☐ Doors, frames and kick plates spot-cleaned
- ☐ Wall scuffs near switches and doorways lifted
- ☐ Restroom partitions and stall doors wiped
- ☐ Microwave interior and fridge handles wiped
- ☐ Water poured into restroom floor drains

Monthly

- ☐ Vents, return grilles and reachable fixtures dusted
- ☐ Baseboards wiped throughout
- ☐ Upholstered chairs in shared rooms vacuumed
- ☐ Glass partitions and sidelights cleaned
- ☐ Restroom wall tile by sinks and urinals washed
- ☐ Hard floor edges and corners detailed
- ☐ Breakroom cabinet fronts wiped
- ☐ Floor under entry mats cleaned

Quarterly and periodic projects

- ☐ Entry, corridor and meeting-room carpet extracted
- ☐ Resilient floors scrubbed and recoated
- ☐ VCT stripped and refinished when burnishing fades
- ☐ High ledges, partition tops and ductwork dusted
- ☐ Interior and exterior windows washed
- ☐ Restroom tile and grout machine-scrubbed

Notes