

# Office Cleaning Checklist



## Daily

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- Empty waste and recycle bins, clean and disinfect where needed, and change liners

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  - Dust horizontal surfaces, such as chairs, desks, tables, and other furniture and surfaces

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  - Wipe and clean food preparation and eating areas

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  - Hoover all hard floors, carpets, and mats

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  - Use disinfectants to mop all hard floors

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  - Load/unload the dishwasher, stock toilet tissue, hand towels, facial tissues, and hand soap

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  - Wipe down all internal glass, light switches, door frames, and handles

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  - Clean and sanitise all basins, hand towel dispensers/hand dryers

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Sterilise toilets and urinals

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Clean partitions, mirrors, whiteboards, and picture frames

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Dust and wipe computer monitors, keyboards, periphery, and telephones

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## Weekly

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Spot clean walls, painted surfaces, and remove any cobwebs

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Polish glass, mirrors and metallic surfaces;

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Squeegee-clean windows in and out (if possible);

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Buff all hardwood surfaces, floors, and conference tables

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Empty refrigerator from all food, clean and disinfect

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Refill soap dispensers

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Clean any kitchen appliances.

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## Monthly

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Vacuum fabric chairs and other upholstery

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Check and clean the vents

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Polish and maintain hard floors

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## Book Online

Or

**Call 020 3404 3001**

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