

Office Cleaning Checklist



Daily

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

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

 - Wipe and clean food preparation and eating areas

 - Hoover all hard floors, carpets, and mats

 - Use disinfectants to mop all hard floors

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

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

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

Sterilise toilets and urinals

Clean partitions, mirrors, whiteboards, and picture frames

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

Weekly

Spot clean walls, painted surfaces, and remove any cobwebs

Polish glass, mirrors and metallic surfaces;

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

Buff all hardwood surfaces, floors, and conference tables

Empty refrigerator from all food, clean and disinfect

Refill soap dispensers

Clean any kitchen appliances.

Monthly

Vacuum fabric chairs and other upholstery

Check and clean the vents

Polish and maintain hard floors

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