



Office Cleaning Checklist

Business Type:	Date / Shift:
Facility Type:	City / County (NJ)
Manager / Responsible:	

Entry / Looby

	Task	Frequency	Type	Notes
<input type="checkbox"/>	Clean and disinfect door handles & switches	Daily	Routine	
<input type="checkbox"/>	Clean glass doors & remove fingerprints	Daily	Routine	
<input type="checkbox"/>	Vacuum or mop entrance floors	Daily	Routine	
<input type="checkbox"/>	Shake and clean entry mats (winter salt control)	Daily (Winter)	Routine	
<input type="checkbox"/>	Inspect for odors/humidity issues (summer)	Daily (Summer)	Routine	

Workstation / Offices

	Task	Frequency	Type	Notes
<input type="checkbox"/>	Wipe desks and surfaces	Daily	Routine	
<input type="checkbox"/>	Vacuum carpet	Daily	Routine	
<input type="checkbox"/>	Empty trash & replace liners	Daily	Routine	
<input type="checkbox"/>	Dust elevated surfaces	Weekly	Routine	
<input type="checkbox"/>	Move furniture for deeper cleaning	Quarterly	Deep	

Conference rooms

	Task	Frequency	Type	Notes
<input type="checkbox"/>	Move furniture for deeper cleaning	Quarterly	Deep	
<input type="checkbox"/>	Disinfect conference table & chairs	Daily	Routine	
<input type="checkbox"/>	Clean AV touchpoints (remotes, panels)	Daily	Routine	
<input type="checkbox"/>	Clean glass partitions	Weekly	Routine	
<input type="checkbox"/>	Deep clean carpet or hard floors	Quarterly	Deep	

Restrooms

	Task	Frequency	Type	Notes
<input type="checkbox"/>	Disinfect toilets, sinks & partitions	Daily	Routine	
<input type="checkbox"/>	Restock paper & soap	Daily	Routine	
<input type="checkbox"/>	Mop floors with disinfectant	Daily	Routine	
<input type="checkbox"/>	Polish stainless steel	Daily (Winter)	Routine	
<input type="checkbox"/>	Deep clean walls & grout	Daily (Summer)	Routine	

Floors

	Task	Frequency	Type	Notes
<input type="checkbox"/>	Sweep/mop hard floors	Daily	Routine	
<input type="checkbox"/>	Vacuum carpet	Daily	Routine	
<input type="checkbox"/>	Spot clean spills	Daily	Routine	
<input type="checkbox"/>	Deep clean carpets	Quarterly	Deep	
<input type="checkbox"/>	Machine scrub tile floors	Quarterly	Deep	

Windows / Glass

	Task	Frequency	Type	Notes
<input type="checkbox"/>	Clean fingerprints on entry glass	Daily	Routine	
<input type="checkbox"/>	Clean interior windows	Weekly	Routine	
<input type="checkbox"/>	Clean blinds, sills & tracks	Monthly	Routine	
<input type="checkbox"/>	Professional window cleaning	Annual	Deep	

Additional notes