

Office Cleaning Checklist

Professional Office Cleaning Checklist From YD Commercial Cleaning Services, Adelaide

Daily Tasks

Entrances & Reception Area

- Empty and replace trash bins
- Sweep and mop floors
- Clean and disinfect door handles
- Wipe reception desk
- Dust decorative items

Restrooms

- Clean and disinfect toilets, sinks, and faucets
- Mop and sanitize floors
- Refill soap and paper towel dispensers
- Empty and replace trash bins
- Check and refill toilet paper

Kitchen / Break Room

- Clean and disinfect countertops
- Wipe microwave interior and exterior
- Empty and replace trash bins
- Mop and sweep floors
- Wipe down sink and faucet

Offices & Workspaces

- Empty trash bins
- Vacuum carpets in high-traffic areas
- Spot-clean stains on carpets or upholstery
- Dust surfaces and equipment

Common Areas

- Sweep and mop hallways
- Dust baseboards and light fixtures
- Clean glass doors and partitions
- Disinfect high-touch surfaces (railings, switches)

Weekly Tasks

Deep Carpet & Floor Cleaning

- Deep vacuum all carpeted areas
- Spot-treat stained areas
- Strip, wax, and buff hard floors (if applicable)

- Clean baseboards throughout office

Window & Glass Cleaning

- Clean interior and exterior windows
- Clean glass doors and partitions
- Clean window sills and frames

Wall & Ceiling Maintenance

- Wipe light switches and outlet covers
- Dust ceiling tiles and vents
- Spot-clean walls for marks and scuffs

Restroom Deep Clean

- Deep scrub toilets, sinks, and tubs
- Clean tile grout and corners
- Sanitize mirrors and fixtures

Monthly Tasks

- Clean behind and under all furniture
- Deep clean refrigerator and appliances
- Clean air vents and grilles
- Sanitize keyboard and computer equipment
- Deep clean carpets with professional equipment
- Clean window blinds and curtains
- Inspect and clean light fixtures

Professional Cleaning Tips

- ✓ **Declutter First:** Remove personal items and clutter before cleaning to access all surfaces.
- ✓ **Work Top to Bottom:** Start from high surfaces (ceilings, shelves) and work down to floors.
- ✓ **Use Right Cleaning Agents:** Different surfaces require different products. Always follow manufacturer guidelines.
- ✓ **Disinfect High-Touch Areas:** Pay extra attention to door handles, light switches, and shared equipment.
- ✓ **Maintain Equipment:** Clean and maintain your cleaning tools regularly for best results.
- ✓ **Schedule Consistently:** Regular cleaning prevents buildup and maintains a professional appearance.

Need professional help with your office cleaning?