

CLEANING CHECKLIST FOR YOUR OFFICE

OFFICES AND RECEPTION AREA	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Remove rubbish and replace bin liners							
Dust all horizontal surfaces of desks, chairs, tables and other furniture							
Dust all corners and ceilings. Remove any spider webs							
Vacuum all carpets and mats							
Vacuum all hard floors							
Vacuum under all cushions							
Clean all horizontal surfaces with damp cloth and appropriate detergent							
Mop all hard floors with disinfectant							
Remove fingerprints and marks from light switches and door frames							
Clean automatic glass doors inside and out							
Spot clean all glass							
Spot clean walls and painted surface							
Ensure all areas are clean & arranged in a tidy fashion							
TOILETS	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Dust partitions, tops of mirrors and frames							
Check stock toilet tissue, hand towels, facial tissues and hand soap							
Empty rubbish bins and wipe if needed and replace bin liners							
Clean and polish mirrors							
Wipe hand towel cabinet covers/hand dryers							
Wipe down door sills – remove all dust							
Clean toilets and urinals with disinfectant on both sides and wiped dry							
Clean and sanitise basins.							
Clean splash marks from walls around basins							
Clean restroom floors with Mop with disinfectant							
OTHER AREAS	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Remove rubbish from all areas							
Polish all brass and bright work							
Vacuum all hard floors							
Mop all hard floors with disinfectant							
Spot clean internal glass in lifts							
AD HOC CLEANING	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Polish all hard floors. Once a week.							
Clean windows inside & outside with squeegee and cloth. Once a week							