reno cleaning co.

PRINTABLE CHECKLIST

Office cleaning checklist by frequency

Tick each task once you have seen it done at the right rhythm.

Office _____ **Address** _____

Checked by _____ **Date** _____

Every visit

- ☐ Bins emptied and relined at desks, kitchen and restrooms
- ☐ Recycling carried out to the building's containers
- ☐ Restrooms cleaned and sanitized
- ☐ Restroom towels, tissue and soap topped up
- ☐ Kitchen counters, sink, tables and microwave wiped
- ☐ Clear desk surfaces dusted or wiped, papers untouched
- ☐ Entry glass and door handles free of fingerprints
- ☐ Walkways and open carpet vacuumed
- ☐ Hard floors swept and damp mopped
- ☐ Lights off and doors locked at the end

Weekly

- ☐ Desk phones and chair arms wiped
- ☐ Reception guest chairs and side tables wiped
- ☐ Baseboards around the entry dusted
- ☐ Refrigerator cleared of old food
- ☐ Carpet edges and corners vacuumed
- ☐ Kitchen cabinet fronts and appliance doors wiped

Monthly

- ☐ Air vents and return grilles dusted
- ☐ High ledges, frames and door tops dusted
- ☐ Blinds dusted in offices and meeting rooms
- ☐ Cubicle panels and partitions wiped
- ☐ Interior glass and glass walls cleaned in full
- ☐ Chair bases and table legs wiped

Quarterly or a few times a year

- ☐ Carpet extraction in entries and corridors
- ☐ Hard floors scrubbed and burnished
- ☐ Walkway floors refinished when the finish dulls
- ☐ Entry floors cared for after the winter grit season
- ☐ Windows cleaned inside and out
- ☐ Restrooms deep cleaned top to bottom

Follow-up

- ☐ Tasks to move to a different rhythm noted
- ☐ Missed lines passed to your cleaning contact

Notes