



# OFFICE CLEANING CHECKLIST

AREA	ITEM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BATHROOM</b>	Clean mirrors					
	Disinfect toilets and sinks					
	Wash floors					
	Disinfect door handles, paper towel, toilet paper & soap dispensers					
<b>KITCHEN</b>	Clean and disinfect kitchen counters, cabinets & handles					
	Clean and disinfect kitchen floors					
	Disinfect paper towel & soap dispensers					
	Clean and sanitize sinks					
	Clean and sanitize microwave					
	Sanitize doors and handles					
	Clean tables & chairs					
<b>COMMON AREAS</b>	Clean and disinfect desks, office phones, keyboards, mice, etc.					
	Clean and vacuum carpets					
	Clean and vacuum hard floors					
	Empty garbage and recycling					
	Wipe all glass and doors					
	Dust window ledges and other flat surfaces					
	Clean window sills and doors					
	Sanitize drinking fountains/ water coolers					
	Clean elevators and stairs					

## SUPPLIES NEEDED:

- |   |  |  |                                |
|---|--|--|--------------------------------|
| <input type="checkbox"/> Cleaning Cloths      | <input type="checkbox"/> Floor Cleaner | <input type="checkbox"/> Seat Covers         | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Duster               | <input type="checkbox"/> Paper Towel   | <input type="checkbox"/> Batteries           | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Disinfectant Cleaner | <input type="checkbox"/> Toilet Paper  | <input type="checkbox"/> Vacuum/ Vacuum Bags | <input type="checkbox"/> _____ |
| <input type="checkbox"/> All-purpose Cleaner  | <input type="checkbox"/> Hand Soap     | <input type="checkbox"/> Bucket              | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Glass Cleaner        | <input type="checkbox"/> Air Freshener | <input type="checkbox"/> Wet/ Dry Floor Mop  |                                |