

Office Checklist

OFFICES, LOBBY, CONFERENCE

Empty all trash receptacles and replace liners as needed. Remove trash to a collection point

Clean and polish drinking fountain/water cooler

Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures and all manner of furnishings

Damp wipes all horizontal surfaces to remove coffee rings and spillage

Dust telephones

Dust mop hard surface floors with a treated dust mop

Damp mop hard surface floors to remove any spillage from soiled areas

Damp wipe entryway and clean fingerprints from entrance glass

Spot clean partition glass

Inspect and pick up, as needed, building entrance area

Vacuum carpeting

RESTROOMS

Stock towels, tissue, and hand soap

Empty sanitary napkin receptacles and wipe with a disinfectant

Empty trash receptacles and wipe

Clean and polish mirrors

Wipe towel cabinet covers

Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work

Toilet seats to be cleaned on both sides using a disinfectant

Scour and sanitize all basins. Polish bright work

Dust partitions, top of mirrors and frames

Remove splash marks from walls around basins

Mop and rinse restroom floors with a disinfectant

LUNCH / BREAKROOM

All trash receptacles are to be emptied and trash removed to a collection point

Dust mop hard surface floors with a treated dust mop

Damp mop hard surface floors to remove spillage from soiled areas

Clean and wipe tables and chairs

Spot clean walls near trash receptacles

Clean fronts, tops, and sides of trash receptacles with a disinfectant

Clean and polish drinking fountain/water cooler
Damp wipe countertops to remove coffee rings and spillage

Clean and sanitize sink

Spot clean cabinets and exterior of appliances to present a neat appearance

WEEKLY CLEANING

Offices, Lobby, Lunchroom, Conference Room

Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture

Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture

Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture

Buff hard surface floors if needed

MONTHLY CLEANING

Offices, Lobby, Lunchroom, Conference Room

Complete all high dusting not reached in the above-mentioned cleaning

Top scrub or machine scrub, rinse, and apply finish to composition floor covering in those areas that show excessive wear

Remove fingerprints and marks from around light switches and doorframes

Vacuum all upholstered furniture

Damp wipe telephones using a disinfectant

INITIAL CLEAN OPTION (for a detailed start-up of new account)

Floors

Hard Surface – machine scrub, rinse and apply new finish to all hard surface flooring, exercising care to get into corners and along edges

Carpet – extract all carpeting, taking care to get into corners and along edges
Offices

Thoroughly damp wipe vertical and horizontal surfaces, including desks, files, windowsills, tables, chairs and telephones

Perform all high dusting of light fixtures, air diffusers and doorframes

Wash trash receptacles with disinfectant

Restrooms

Scour and sanitize all basins, toilets, urinals, and showers, inside and out

Polish all bright work, attempting to remove lime and mineral deposits

Wash all partitions with an industry standard disinfectant

Wash trash receptacles using a disinfectant

