

Download Office Cleaning Checklist

OFFICE CLEANING CHECKLIST. Offices, Lobby, Conference Room. Empty all trash receptacles and replace liners as needed. Clean and polish drinking fountain/water cooler. Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures and all manner of ...Office Cleaning checklist Waste bin cleaning, vacuuming carpets and mats. Mop cleaning, surface cleaning for all office furniture such as chairs, desks, tables etc. Application of disinfectants to prevent the growth of germs. Window cleaning, glass material cleaning. Walls, cabinets and ceilings ...Office Cleaning Checklist....What Your Cleaners Should Do. 15. Stock toilet tissue, hand towels, facial tissues and hand soap 16. Empty waste receptacles and wipe if needed and replace bin liners as required 17. Clean and polish mirrors 18. Wipe hand towel dispensers/hand dryers 19. Wipe down doors and sills – remove all dust and prints 20.Organizing a Cleaning Checklist for Office and Workspace Areas. To create a cleaning checklist, begin by establishing zones such as reception/common area, office(s), conference room, restroom(s) and break room. Depending on your business you may have additional areas such as warehouse/production that may need their own set of cleaning protocols.Complete the items on this checklist weekly to give your office a professional appearance, cut down on sick days, and encourage a healthy working environment. Print out the PDF, post it on the fridge and assign tasks to co-workers. Office Cleaning Checklist. Clear the clutter – Recycle, throw it away or put it back where it belongs. Use zip ties to keep cords coiled and organized.A 10-step guide to cleaning your office in just a couple of hours or over a couple of days. Spot-treat any spills or stains on the seat, if it's fabric, with a cloth and cleaner. And wipe down the legs, the arms, and the wheels of the chair with the cloth, clearing dirt off the wheels so that it doesn't get ground into the floor. If the cloth doesn't scrub off the crud, use a toothbrush, and wipe the wheels dry after scrubbing.Office Cleaning Checklist. The cleaning is a tiring and tough job both at the home and in the office as well. But it is comparatively tougher in commercial areas like offices because of various divisions and timing frame. Normally the cleaning in offices is done when the employees and especially the senior management is not present.As you can see, a lot of very good things comes out of your use of a checklist. Needless to say, I use office cleaning checklists all the time in my cleaning business. This isn't just a technique for a newcomer, it's for the seasoned pro too. The office cleaning checklists are available below. Keep in mind that there is no one size fits all ...Office Cleaning Checklist. Office Cleaning Management. Planning. Make a plan of regular cleaning procedures. Such a plan will describe duties and specify general guidelines for cleaning office areas. You will need to share your plan between all employees in the office. Scheduling. Make a schedule that specifies daily,...Top daily cleaning lists for an office reception, lobby and workspace areas should include: Vacuuming daily debris from all floor areas (including tile) Disinfectant mopping of all hard floor and tiled areas. Empty waste bins, wash as needed and add new liners. Standard glass cleaner to wipe down all glass areas.