

Office Cleaning Checklist

To be completed on every 15th / 30th of the month



Dusting List :

- ☐ Door frames, meeting room TV and office monitors.
- ☐ Blinds and window frames in both rooms
- ☐ Printers
- ☐ Fan and screens.

Cleaning List:

- ☐ Clean top of the cabinets
- ☐ Clean sink and wipe counter top
- ☐ Wash floors (Swiffer)
- ☐ Wipe small fridge
- ☐ Clean inside of microwave and the buttons.
- ☐ Put away Dishes, Clean the dish rack tray at the bottom of the dish rack.
- ☐ Clean washroom, toilet, floor.
- ☐ Empty garbage,recycle clean the under sink cabinet
- ☐ Clean office door and window glasses (Once a month)

Vacuum List:

- ☐ Vacuum the entrance and stairs (once a month)

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