

Printable Office Cleaning Checklist

Daily, weekly, monthly & quarterly tasks • Print & post in your janitor closet

Daily (Every Business Day)

☐	Empty all trash & replace liners
☐	Clean & sanitize restroom fixtures, mirrors, floors
☐	Restock paper towels, TP, soap
☐	Wipe kitchen/break room counters & appliances
☐	Vacuum high-traffic carpet
☐	Mop hard floors in common areas
☐	Wipe reception desk & common surfaces
☐	Spot-clean glass doors & entry windows
☐	Sanitize high-touch points (handles, switches, elevator buttons)

Weekly

☐	Vacuum all carpeted areas (including under desks)
☐	Dust surfaces, shelves, windowsills
☐	Clean interior glass partitions
☐	Sanitize phones & shared equipment
☐	Wipe conference room tables & chairs
☐	Deep clean microwave & refrigerator exterior
☐	Dust baseboards in main areas
☐	Empty & clean refrigerator (remove old food)

Monthly

☐	High dusting (vents, light fixtures, ceiling fans)
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	Spot-clean carpet stains
	Clean blinds & window treatments
	Wipe walls & door frames
	Polish wood furniture
	Deep clean upholstered furniture
	Clean & sanitize waste bins
	Organize supply closets

Quarterly & Annual

	Full carpet extraction
	Floor stripping & waxing (hard floors)
	Exterior window cleaning
	HVAC vent deep cleaning
	Light fixture deep cleaning
	Upholstery deep cleaning
	Power-wash exterior entrances
	Complete facility deep clean