

Office Cleaning Checklist

Daily, weekly and monthly office cleaning tasks in one printable checklist.

This checklist breaks office cleaning down into daily, weekly and monthly tasks so nothing gets missed and a facilities manager or contractor can sign off each visit against a fixed list. Print it, pin it in the cleaner's cupboard, or attach it to your cleaning contract as a working reference.

Download the checklist

A one-page printable checklist with tick boxes for daily, weekly and monthly office cleaning tasks.

Daily tasks

- Empty all bins and replace liners
- Vacuum carpeted areas and mop hard floors
- Wipe and disinfect desks (clear surfaces only) and shared touch points (door handles, light switches, lift buttons)
- Clean and disinfect washrooms: WCs, basins, mirrors, taps
- Restock washroom consumables: soap, paper towels/hand dryers, toilet roll
- Wipe kitchen/break-out surfaces and appliance exteriors
- Clean glass entrance doors and reception desk
- Spot-clean marks on walls, doors and skirting

Weekly tasks

- Dust all surfaces, shelving and equipment, not just desks
- Clean interior glass partitions and meeting-room glass
- Vacuum upholstered chairs and soft furnishings
- Deep-clean kitchen appliances (microwave interior, fridge exterior)
- Clean skirting boards and radiators
- Descale washroom fittings

Monthly / periodic tasks

- High-level dusting: light fittings, vents, high ledges, tops of cupboards
- Carpet spot-treatment or full carpet clean depending on traffic
- Clean internal windows fully (not just touch points)
- Deep-clean washroom grouting and behind fittings
- Check and clean air-vent grilles
- Review consumable stock levels and reorder points

Sign-off

Add a date, operative name/initials, and a supervisor check column so completed visits can be evidenced — useful for your own quality control and for demonstrating delivery against a service-level agreement.

Prepared by Optus Glean UK — nationwide commercial cleaning. For a free site survey and a fixed monthly quote, visit optusglean.co.uk/quote or call 0330 027 2159. This template is provided as a practical starting point and is not legal advice.