

DOMESTIC + DIVAS

CLEANING CO.

OFFICE/COMMERCIAL CLEANING CHECKLIST

This office cleaning checklist is intended to be used as a sample checklist. It can be used as a guide for you to see what we can do for your location. All checklists will be customized to your location for your needs. These checklists will be created as a log for you to have on location/site so our cleaners can sign off after each clean & you can see what is being done.



CLEANED DAILY

- Clean & disinfect bathrooms
- Clean bathroom mirrors
- Disinfect toilets and sinks
- Wash bathroom floors
- Disinfect door handles, paper towel dispensers, etc. in bathrooms
- Clean and vacuum carpets
- Clean and vacuum hard floors
- Empty garbages and waste
- Wipe all glass and doors
- Collect recycling
- Clean & disinfect kitchen/break room
- Clean and disinfect kitchen floors
- Disinfect paper towel dispensers
- Clean and sanitize sinks
- Wipe down doors and sills
- Clean tables
- Dust window ledges and other flat surfaces
- Clean window sills and doors
- Clean drinking fountains
- Clean elevators and stairs

CLEANED BI-WEEKLY OR MONTHLY

- Clean and disinfect desks, office phones, etc.
- Sweep and mop office floors
- Sweep and vacuum all offices
- Clean and disinfect shelves & bookshelves
- Clean and buff hard floors
- Clean outdoor glass
- Vacuum vents and chairs

UPKEEP FOR EMPLOYEES

It's a good idea for employees and workers to upkeep their office to help ensure it remains sanitary in between cleans. Here are some tips for workers to help maintain your office space.

- Clean counters after preparing food
- Remove old food from the office fridge
- Wipe down microwave if food spills
- Clean your desk after you eat
- Clean spills immediately to prevent stains