CleansePro

Office Cleaning Checklist (Printable)

Daily Tasks

- Empty all rubbish bins and replace liners
- Wipe down desks (look for crumbs, coffee stains, clutter)
- Clean keyboards, mice, and phones with disinfectant.
- Dust the back of computers, arms, and hardware
- Disinfect high-touch points (door handles, light switches)
- Vacuum high-traffic carpeted areas
- Mop all hard flooring (focus on entryways, kitchens and under furniture)
- Sanitise toilets, sinks, taps, and urinals (clean front and behind the toilet)
- Replenish toilet paper, soap, and paper towels
- Wipe down front-facing cabinetry and drawer handles
- Remove cobwebs from corners and ceiling areas

Weekly/Fortnightly Tasks

- Clean internal windows and glass partitions
- Wipe skirting boards and spot-clean wall marks
- Vacuum behind furniture and under desks
- Dust shelves, vents, filing cabinets, and light switches
- Spot-clean carpet stains and wall scuffs
- Sanitise shared kitchen appliances (microwave, kettle, fridge)
- Clean benches, splashbacks and cupboard fronts
- Polish stainless steel (taps, door plates, appliances)
- Disinfect shared desks and meeting room tables, chairs (if possible)
- Mop entryway/stairwell floors, and handrails

Monthly Deep Clean

- Wipe walls with sugar soap (where safe)
- Vacuum and dust ceiling vents, AC units, and lights
- Clean inside cabinets and drawers (if allowed)
- Deep clean grout in tiled areas
- Dust blinds and high ledges
- Machine wash reusable mats, mop heads
- Run a dishwasher cycle
- Clean signage and entry glass inside/out
- Conduct a consumables stocktake and reorder if needed