Office Cleaning Checklist

Daily, Weekly, Monthly, and Deep Cleaning Tasks for a Spotless Workplace.

Smart Cleaning

Professional Commercial Cleaning Services
smartcleaninguk.co.uk | info@smartcleaninguk.co.uk | 01904 936 555

Daily Cleaning Checklist

Reception & Common Areas

- □ Vacuum carpets and doormats
- □ Mop hard floors
- □ Wipe desks, tables, and glass surfaces
- □ Empty bins and replace liners
- □ Dust furniture, skirting boards, and display areas
- □ Sanitise phones, door handles, and light switches

Desks & Workstations

- □ Disinfect desks, chairs, phones, and keyboards
- □ Tidy chairs and visible cables
- □ Wipe window sills and partitions
- □ Dust computer monitors and screen surrounds
- □ Empty personal bins and vacuum around desk

Kitchens & Break Rooms

- □ Clean countertops, sinks, and taps
- □ Wipe appliance exteriors (microwaves, fridges, dishwashers)
- □ Mop and disinfect floors
- □ Restock tea, coffee, and paper supplies
- □ Empty bins and recycling containers

Bathrooms

- □ Clean and sanitise sinks, toilets, and urinals
- □ Polish mirrors and taps
- □ Mop floors with disinfectant
- □ Refill soap dispensers, toilet rolls, and hand towels
- □ Empty sanitary bins and replace liners

Weekly Cleaning Checklist

- □ Dust air vents, light fittings, and high surfaces
- □ Wipe skirting boards, door frames, and ledges
- □ Clean internal glass and partitions
- □ Deep clean kitchen appliances (microwaves, fridges)
- □ Sanitise door plates, stair rails, and lift panels
- □ Vacuum and spot clean carpets and upholstery
- □ Polish stainless steel and glass features

Monthly Cleaning Checklist

- □ Wash internal windows and blinds
- □ Polish wood furniture and boardroom tables
- □ Clean vents, fans, and radiators
- □ Wipe down walls and skirting boards
- □ Empty and sanitise all bins
- □ Check lighting and report maintenance issues

Deep Cleaning Checklist

- □ Steam clean carpets and upholstery
- □ Strip, scrub, and polish hard floors
- □ Clean and sanitise air vents, blinds, and light fixtures
- □ Wash walls, skirting boards, and radiators
- □ Disinfect entire kitchens and washrooms
- □ Clean behind and underneath desks, cabinets, and furniture
- □ Wipe ceiling tiles, fans, and diffusers
- □ Clean windows and glass panels inside and out (where accessible)