Office Cleaning Checklist

EVERY VISIT AND WEEKLY TASKS

Office / location: _____ **Week of:** _____ **Checked by:** _____

EVERY VISIT Tick each day the office is cleaned

TASK	MON	TUE	WED	THU	FRI
BINS AND RECYCLING					
Empty all bins and recycling, reline, take waste to the building's disposal area	☐	☐	☐	☐	☐
WASHROOMS					
Clean and disinfect toilets, urinals, sinks and counters	☐	☐	☐	☐	☐
Clean mirrors, dispensers and flush handles	☐	☐	☐	☐	☐
Restock paper towel, toilet paper and soap from the office's supplies	☐	☐	☐	☐	☐
Mop washroom floors	☐	☐	☐	☐	☐
KITCHEN AND BREAK ROOM					
Wipe counters, tables and the sink	☐	☐	☐	☐	☐
Wipe appliance fronts, the microwave and the coffee station	☐	☐	☐	☐	☐
DESKS, TOUCHPOINTS AND RECEPTION					
Wipe clear desk surfaces (papers and personal items stay where they are)	☐	☐	☐	☐	☐
Door handles, light switches, railings, elevator and printer buttons	☐	☐	☐	☐	☐
Entrance door glass and the reception counter	☐	☐	☐	☐	☐
FLOORS					
Vacuum carpets and rugs	☐	☐	☐	☐	☐
Sweep and mop hard floors	☐	☐	☐	☐	☐
WINTER, NOVEMBER TO APRIL					
Clear salt and slush from the entrance floor and mats	☐	☐	☐	☐	☐

WEEKLY Spread these across the week so no visit runs long

TASK	WK 1	WK 2	WK 3	WK 4
Interior glass and glass partitions, in full	☐	☐	☐	☐
Chair bases, table legs and meeting table frames	☐	☐	☐	☐
Spot clean walls, doors and switch plates	☐	☐	☐	☐
Washroom walls, partitions and the base of the toilets	☐	☐	☐	☐
Dust vents, ledges, window sills and shelves within reach	☐	☐	☐	☐
Vacuum carpet edges and under desks	☐	☐	☐	☐
Phones, keyboards and shared screens (only if your scope includes them)	☐	☐	☐	☐

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MONTHLY, QUARTERLY AND NOTES

MONTHLY Write the date each one is done

TASK	DONE ON
Wipe baseboards and door frames throughout the office	
Clean inside the staff fridge (announced day, so staff can clear their food first)	
Clean inside the microwave, in full	
Vacuum upholstered chairs and soft seating	
Wash out the bins themselves	
Dust frame tops, high shelves and light fixtures within reach	
Wipe outlets, cover plates and the cords along the walls	

QUARTERLY Or as needed

TASK	Q1	Q2	Q3	Q4
High dusting: track lighting, light fixtures, vents and tops of cabinets	☐	☐	☐	☐
Radiator covers and heaters (always before the heat comes on in fall)	☐	☐	☐	☐
Inside kitchen cabinets and drawers, once your team has cleared them	☐	☐	☐	☐
Washroom detail: grout, tile edges, behind and under fixtures	☐	☐	☐	☐
Carpet and upholstery shampoo (1 to 2 times a year)	☐	☐	☐	☐
Hard floors stripped and waxed, or buffed (as wear shows)	☐	☐	☐	☐

WINTER EXTRAS November to April

- ☐ Salt neutralizing cleaner on entrance floors, not an all purpose cleaner
- ☐ Scraper mat outside, absorbent mat inside, long enough for a few steps
- ☐ Swap or wash entrance mats when they stop absorbing
- ☐ Midday check of the entrance on slushy days

YOUR TEAM Not the cleaner's job

- ☐ Clear desks you want wiped in full
- ☐ Dishes in the dishwasher or sink, not on desks
- ☐ Food out of the fridge before fridge day
- ☐ Paper towel, toilet paper and soap stocked on site

NOTES FOR THE CREW

Want this turned into a written scope for your office? Clean Papi does a free 20-minute walkthrough, then writes every task into your scope with the visit it falls on. $2M insured, certificate of insurance on request, WSIB covered, background-checked crews. Book at **cleanpapi.ca/services/office-commercial-cleaning**

Clean Papi office cleaning checklist, November 2026. Free to print and share. Adjust frequencies to your office's size and traffic.