

Office Cleaning Checklist



1. Desks & Workspaces

- Toss out any garbage on your desk or workstation.
- Keep disinfecting wipes on your desk.
- Throw away any broken office supplies that are currently unusable.
- Wipe down your desk with disinfecting wipes.
- Grab a desktop organizer & organize the supplies you need to keep out.
- Store any supplies you don't need at the moment.
- Use a drawer divider to organize the supplies you keep in your drawer.
- Dust off your keyboard, or blow the dust away with compressed air.
- Vacuum the rugs around the office.

2. Files & Documents

- Store documents left on your desk.
- Use a three hole punch to organize important documents into binders.
- Go through your drawers and recycle old documents that you don't need.
- Organize the files in your cabinet alphabetically.
- Upload documents digitally so you can get rid of the physical ones.

3. Washing Up the Restroom

- Use toilet bowl cleaners to scrub the toilets.
- With disinfectant and a sponge, wipe down the sink and mirrors.
- Scrub down counters, walls and other flat surfaces.
- Mop down the tiled floors with disinfecting solutions.
- After mopping the floor, set up a wet floor sign for safety.
- Refill or replace hand soap, toilet paper and tissues.

4. Breakroom Cleaning

- Check to see if you need to restock on cleaning supplies.
- Remove everything from the fridge and give it a good cleaning.
- Unplug appliances and clean them out.
- If there's any old food in the refrigerator, throw it away as soon as possible.
- Wipe down all flat surfaces (counters, tables, etc.) with a disinfecting wipe.

5. Computer Review

- Review your computer files and delete anything you don't need anymore.
- Sort your files into folders so they're better organized.
- Rename files with simple names so it's easier to identify what's in them.
- Review your emails and delete older ones to declutter your account.
- Back up important files and documents to a cloud sharing site.
- Reset your password on any online accounts you haven't used in a while.

6. Weekly Maintenance Tasks

- Sanitize all appliances at the end of each work week.
- If you have hardwood floors, give them a polish each week.
- Unplug and wash your office phone.
- Vacuum or scrub the floors, depending on your flooring.
- Make sure to toss out the trash before everyone leaves.
- Remove old emails at the end of the work week.