



# OFFICE CLEANING

## *checklist*

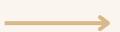


### RECEPTION & COMMON AREAS

- Wipe reception desk and front counters.
- Dust shelves, decorative items, ledges and signage.
- Clean glass doors, partitions and entry panels.
- Vacuum carpets and mats.
- Mop hard floors.
- Remove visible marks or footprints
- Disinfect door handles, rails and light switches.
- Wipe intercoms, access pads and lift buttons.

### OPEN PLAN OFFICE AREAS

- Wipe and disinfect desks (clear surfaces only).
- Clean monitors, keyboards and phones externally.
- Dust dividers and desk partitions.
- Dust cabinets, shelves and window sills.
- Wipe meeting tables and communal worktops.
- Vacuum floor areas including around desks.
- Mop hard floors where applicable.
- Empty all bins and replace liners.
- Sort recycling if required by building policy.



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### MEETING ROOMS

- Wipe and disinfect tables.
- Clean chairs and bases.
- Dust screens, whiteboards and ledges.
- Clean glass doors and partitions  
Floors.
- Vacuum or mop.
- Remove smudges or marks from floors  
where possible.

### KITCHEN / BREAK AREA

- Wipe countertops, tables and  
cupboards (external).
- Clean fridge, microwave, kettle and  
coffee machine externally.
- Sanitise sink and taps  
Floors.
- Sweep and mop thoroughly  
Bins.
- Empty all waste and recycling.  
Replace liners.

### CORRIDORS & STAIRS

- Vacuum or mop all floor areas.
- Wipe fire doors and handles.
- Dust skirting boards and visible  
ledges.
- Clean internal glass where applicable.



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### TOILETS & WASHROOMS

- Clean and disinfect toilets, urinals and seats.
- Sanitise sinks, taps and splash-backs.
- Wipe hand dryers and soap dispensers externally.
- Clean mirrors.
- Wipe partitions, paper dispensers and door handles.
- Mop with antibacterial solution.
- Remove dust from corners and edges.

### FINAL TOUCHES

- Ensure all spaces smell clean and fresh.
- Straighten chairs and communal seating.
- Remove fingerprints from glass and shiny surfaces.
- Confirm all bins are emptied and liners replaced.
- Quick end-of-clean walk through to ensure VIA standards.

