

Office Cleaning Checklist

Completed by: _____

Date: _____



Desks

- ☐ Dust desk surfaces
- ☐ Wipe worktops
- ☐ Clean desk edges
- ☐ Wipe drawer fronts
- ☐ Clean desk handles
- ☐ Wipe accessible surfaces
- ☐ Tidy visible items



Electronics

- ☐ Dust monitors
- ☐ Wipe keyboards
- ☐ Wipe computer mice
- ☐ Clean telephones
- ☐ Dust equipment
- ☐ Wipe shared devices
- ☐ Tidy visible cables



Furniture

- ☐ Dust furniture
- ☐ Wipe chairs
- ☐ Clean tables
- ☐ Wipe cabinet fronts
- ☐ Clean handles
- ☐ Dust shelves
- ☐ Remove visible marks



Kitchen

- ☐ Clean worktops
- ☐ Clean sink & taps
- ☐ Wipe splashbacks
- ☐ Wipe appliances
- ☐ Clean cupboard fronts
- ☐ Clean tables
- ☐ Empty bins & clean floors



Toilets

- ☐ Clean toilets
- ☐ Clean sinks & taps
- ☐ Clean mirrors
- ☐ Wipe dispensers
- ☐ Wipe fittings
- ☐ Refill supplies
- ☐ Empty bins & clean floors



Reception

- ☐ Dust surfaces
- ☐ Clean reception desk
- ☐ Wipe furniture
- ☐ Clean doors & handles
- ☐ Wipe light switches
- ☐ Clean mirrors/glass
- ☐ Tidy waiting area
- ☐ Clean floor



Windows

- ☐ Clean interior glass
- ☐ Clean window sills
- ☐ Wipe window frames
- ☐ Clean handles
- ☐ Dust blinds
- ☐ Clean glass partitions
- ☐ Check for streaks



Floors

- ☐ Vacuum carpets
- ☐ Sweep hard floors
- ☐ Clean edges & corners
- ☐ Vacuum under furniture
- ☐ Remove visible marks
- ☐ Mop hard floors
- ☐ Leave floors clean & dry



Final Check

- ☐ Desks left tidy
- ☐ Surfaces dust-free
- ☐ Toilets left clean
- ☐ Bins emptied
- ☐ Glass streak-free
- ☐ No visible cobwebs
- ☐ Floors clean & dry
- ☐ Office neat & fresh



PRO TIP: Regularly clean shared touch-points to keep the workplace clean and hygienic.

KeepShine Cleaning Services



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"We don't just clean — we keep it shining."