



Office Space
Recurring Cleaning Checklist

- Dust:
 - Ducts/Vents (use an extension pole if needed)
 - Light fixtures/ceiling fans
 - Cobwebs
 - Blinds
 - Picture frames
 - Book shelves
 - Desks
 - Tops of computer hardware
 - Baseboards
 - Office Chair Bases
 - Cords under desks
- Wipe desks and/or other empty surfaces with Thieves
- Empty trash cans/ reline if applicable
- Vacuum (avoid cords! No need to take down a server)
- Sweep and mop (where necessary)

Bathrooms

- Dust light fixtures (if applicable)
- Dust tops of stalls/dividers
- Wipe dirt/handprints from dividers
- Clean mirror(s), sink(s), faucet(s), counter top(s)
- Clean entire toilet(s) including the hinges and around the base
- Scrub toilet bowl
- Fill soap dispenser(s)
- Fill towel dispenser(s)
- Fill toilet paper rolls
- Empty trash can(s)/reline if applicable
- Sweep/mop floor