



Daily Office Cleaning Checklist

BREAKROOM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Sanitize sink, counters, and tables					
Sanitize faucet and refrigerator handles					
Throw away old or expired food					
Wipe down chairs					
Sweep floor					
Empty garbage cans, replace liners, and haul garbage to dumpster					
DESKS					
Remove everything from desk					
Wipe down surface					
Sanitize computer mouse, keyboard, and telephone					
Throw away or recycle unneeded items					
Take garbage and recycling to dumpster					
RESTROOMS					
Sanitize toilets and sinks					
Refill soap and paper dispensers					
Clean mirrors and counters					
Mop floor					
Empty garbage cans, replace liners, and take all the trash to the dumpster.					
Refill air freshener					
COMMON AREAS					
Vacuum carpets or sweep floors in conference rooms, reception areas, and hallways					
Wipe down tables and other surfaces					
Sanitize door handles and light switches					