SF Janitorial

PRINTABLE CHECKLIST

Office cleaning checklist: every visit to quarterly

Walk a few rooms the morning after a visit and tick one cadence at a time.

Office _____ **Floor or suite** _____

Checked by _____ **Date** _____

Every visit

- ☐ Desk bins, recycling and compost emptied and relined
- ☐ Toilets, urinals and sinks cleaned; mirrors and faucets polished
- ☐ Tissue, hand towels and soap refilled
- ☐ Kitchen counters, sink and shared table wiped
- ☐ Fridge, microwave and coffee machine fronts wiped
- ☐ Door pulls, push plates, switches and elevator buttons wiped
- ☐ Entry glass and reception counter free of fingerprints
- ☐ Walkways, reception rug and entry mats vacuumed
- ☐ Kitchen, restroom and lobby hard floors swept and damp-mopped
- ☐ Lights off, doors locked, alarm set

Weekly

- ☐ Cleared desk surfaces, monitor bases and phones wiped
- ☐ Private offices vacuumed wall to wall, under desks too
- ☐ Conference tables, chair arms and chosen whiteboards cleaned
- ☐ Reception furniture, cabinet tops and window ledges dusted
- ☐ Glass meeting-room walls and interior doors washed both sides
- ☐ Shared fridge cleared on the agreed day
- ☐ Restroom partitions, dispensers and floor edges detailed

Monthly

- ☐ Air vents, return grilles, door tops and high ledges dusted
- ☐ Baseboards, kick plates and corners hand-wiped
- ☐ Fabric chairs and reception seating vacuumed
- ☐ Inside of breakroom microwave and appliance sides cleaned
- ☐ Lobby and corridor hard floors burnished
- ☐ Restroom tile and grout machine-scrubbed (deep cleaning plan)

Quarterly and periodic

- [ ] Carpet traffic lanes, reception and conference rooms extracted
- [ ] Stains between extraction rounds spot-treated
- [ ] Resilient tile in kitchens and corridors scrubbed and recoated
- [ ] Worn VCT stripped and waxed
- [ ] Light diffusers and overhead fixtures dusted
- [ ] Storefront and street-level glass cleaned

Notes