

Office Cleaning Checklist

Print this and keep it in the supply room. Whether your team cleans or a service does, it turns “I think it’s clean” into something you can actually check off. Tasks are grouped by how often they need doing.

EVERY VISIT

DAILY

ENTRANCE & RECEPTION

- ☐ Wipe entry glass, handles & push plates
- ☐ Straighten reception desk & seating
- ☐ Empty bins, replace liners
- ☐ Vacuum / mop entry mat & floor

DESKS & WORKSTATIONS

- ☐ Empty trash & recycling at each desk
- ☐ Wipe cleared desks & shared tables
- ☐ Disinfect phones, keyboards, mice
- ☐ Dust monitors & reachable surfaces

FLOORS & SHARED AREAS

- ☐ Vacuum carpets in high-traffic paths
- ☐ Sweep & mop hard floors
- ☐ Reset conference rooms, wipe table

RESTROOMS

- ☐ Clean & disinfect toilets, urinals, sinks
- ☐ Wipe mirrors, counters & fixtures
- ☐ Restock paper, soap & towels
- ☐ Empty bins, mop with disinfectant

BREAK ROOM & KITCHEN

- ☐ Wipe counters, tables & chairs
- ☐ Clean sink, wipe appliance handles
- ☐ Empty trash & recycling
- ☐ Sweep & mop the floor

HIGH-TOUCH — DISINFECT DAILY

PRIORITY

- ☐ Shared & hot-desk workstations
- ☐ Keyboards, mice & desk phones
- ☐ Door handles, push plates, switches
- ☐ Break room appliance handles & buttons
- ☐ Water cooler taps & dispenser points
- ☐ Conference table edges & AV remotes
- ☐ Printer / copier touchscreens
- ☐ Elevator buttons & stair handrails

Why it matters: the average office desk can carry hundreds of times more bacteria than a toilet seat, and counts climb through the day. Let disinfectant sit its full dwell time, and use electronics-safe wipes on keyboards and screens.

DEEPER CLEAN

WEEKLY

- ☐ Dust shelves, ledges, sills & blinds
- ☐ Clean interior glass & door glass
- ☐ Disinfect switches, frames, handrails
- ☐ Wipe scuffed baseboards
- ☐ Clear out fridge, toss old food
- ☐ Clean inside microwave, wipe fronts
- ☐ Vacuum edges & corners with tools
- ☐ Vacuum upholstered & lobby chairs
- ☐ Deep-clean & reset meeting rooms

BUILDUP & DETAIL

MONTHLY

- ☐ High-dust fixtures, corners, cabinet tops
- ☐ Clean air vents & return grilles
- ☐ Dust fans & exposed ductwork
- ☐ Wipe marks around switches & frames
- ☐ Clean interior windows (reachable)
- ☐ Machine-scrub, buff or polish hard floors
- ☐ Spot-treat carpet stains
- ☐ Clean behind & under movable furniture
- ☐ Wipe blinds, curtains & wall art
- ☐ Thoroughly disinfect phones & keyboards

SEASONAL / DEEP

QUARTERLY

- ☐ Deep-clean or steam carpets (3-6 mo.)
- ☐ Strip & refinish or wax hard floors
- ☐ Deep-clean upholstery, drapes & blinds
- ☐ Full interior & exterior window wash
- ☐ Clean inside kitchen appliances
- ☐ Service & inspect HVAC vents before summer
- ☐ Shred outdated, sensitive documents

Desert tip: in the Coachella Valley, fine dust and constant HVAC use mean vents, entry floors and horizontal surfaces need attention more often than a generic schedule assumes. Check HVAC filters before the summer cooling season.

Rather have it done for you?

Agape handles office & commercial cleaning across Palm Desert and the Coachella Valley.

(949) 566-4664

agapecleaningservices.us