Standard Commercial Office

Complete office cleaning checklist covering lobbies, workspaces, conference rooms, break rooms, and restrooms.

An office is judged on what people touch before 9 a.m.: the entrance glass, the desk they sit at, the kitchen counter, the restroom mirror. This checklist walks the building in that order so nothing visible is skipped, and puts the restrooms last, where the most items are.

Site _____ Date _____ Cleaner _____

Lobby & Reception

- [ ] Vacuum all carpeted areas and rugs
- [ ] Mop hard flooring (tile, vinyl, wood)
- [ ] Dust reception desk, tables, and ledges
- [ ] Clean entrance glass doors and sidelights
- [ ] Empty all trash and recycling bins

Office Areas

- [ ] Vacuum all carpeted areas
- [ ] Dust desks, monitors, phones, and horizontal surfaces
- [ ] Empty all trash and recycling bins
- [ ] Wipe light switches and door handles

Conference Rooms

- [ ] Wipe conference table and chairs
- [ ] Clean whiteboard and marker trays
- [ ] Vacuum or mop flooring
- [ ] Empty trash bins

Break Room / Kitchen

- [ ] Wipe countertops, tables, and chairs
- [ ] Clean sink basin and faucet
- [ ] Clean microwave interior and exterior
- [ ] Wipe exterior of refrigerator
- [ ] Mop floor
- [ ] Empty all trash and recycling

Restrooms

- [ ] Clean and disinfect toilets and urinals
- [ ] Clean sinks, mirrors, and countertops

- [ ] Refill soap, paper towels, and toilet paper
- [ ] Mop floors with disinfectant
- [ ] Empty sanitary bins
- [ ] Wipe partitions and door handles
- [ ] Check and restock air fresheners
- [ ] Clean light fixtures and vents