

# OFFICE

## Cleaning Checklist



### DAILY TASKS

- Empty trash cans and replace liners.
- Clean and disinfect bathroom fixtures and surfaces.
- Wipe down all desks, tables, and other work surfaces.
- Vacuum carpets and sweep hard floors.
- Clean and disinfect bathroom fixtures and surfaces.



### WEEKLY TASKS

- Clean and polish mirrors and other glass surfaces.
- Clean light fixtures and ceiling fans.
- Clean and disinfect phones, keyboards, and other shared office equipment.
- Deep clean the bathroom, including scrubbing toilets and mopping floors.
- Dust and wipe down bookshelves and other storage units

