

Office Cleaning Checklists

Daily | Weekly | Monthly | Quarterly Task Guides

Printable checklists for office managers, facility teams, and cleaning crews. Each checklist is organized by area with clear task descriptions and sign-off fields.

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Serving: Bellevue, Renton, Seattle & Eastside

Daily Cleaning Checklist

Complete all tasks below. Initial each area when finished.

Date: _____

Cleaned by: _____

Inspected by: _____

Entrances & Lobby

- Vacuum/sweep entrance mats and floor
- Clean glass doors and sidelights (inside & out)
- Wipe reception desk and countertops
- Empty trash cans and replace liners
- Spot-clean walls and light switches
- Straighten furniture and reading materials

Restrooms

- Clean and disinfect all toilets and urinals
- Clean and disinfect sinks, counters, and faucets
- Clean mirrors (streak-free)
- Refill soap, paper towels, and toilet paper
- Empty trash cans and sanitary bins
- Mop floors with disinfectant
- Wipe door handles and light switches
- Check and report any maintenance issues

Break Room / Kitchen

- Wipe down countertops, tables, and chairs
- Clean sink and faucet
- Clean exterior of microwave, refrigerator, and appliances
- Empty trash and recycling bins
- Sweep and mop floor
- Wipe cabinet fronts and drawer handles

Offices & Workstations

- Empty all desk-side trash cans
- Vacuum carpeted areas / dust-mop hard floors
- Wipe high-touch surfaces (door handles, light switches)
- Dust accessible surfaces (not personal items on desks)
- Spot-clean glass partitions

Corridors & Common Areas

- Vacuum or dust-mop all hallway floors
- Spot-clean walls and baseboards
- Clean elevator buttons and call panels
- Wipe handrails and door hardware
- Empty hallway trash cans

Conference Rooms

- Wipe conference tables and phone units
- Straighten chairs
- Empty trash
- Erase whiteboards (if requested)
- Vacuum or spot-clean floor

Cleaner Signature: _____

Time Completed: _____

Weekly Cleaning Checklist

Complete in addition to daily tasks. Schedule for the designated day.

Week of: _____

Assigned to: _____

Day Completed: _____

All Areas

- Dust all horizontal surfaces (shelves, window sills, ledges)
- Dust blinds and window treatments
- Clean interior glass/windows at eye level
- Vacuum upholstered furniture
- Detail-vacuum edges, corners, and under furniture
- Wipe baseboards in high-traffic areas
- Polish stainless steel surfaces
- Clean and disinfect telephones and shared equipment

Restrooms (Deep)

- Descale faucets and fixtures
- Clean grout lines in tile floors
- Sanitize toilet bases and behind toilets
- Clean air vents and exhaust fans
- Restock backup supplies in storage

Break Room (Deep)

- Clean interior of microwave
- Wipe down interior shelves of refrigerator
- Clean coffee maker/water cooler exterior
- Degrease stovetop/oven exterior
- Sanitize trash can interiors

Floors

- Machine-scrub or auto-scrub hard floors in lobbies
- Spot-treat carpet stains
- Mop storage rooms and utility closets
- Clean entrance mats (deep vacuum or wash)

Monthly Cleaning Checklist

Deep maintenance tasks. Schedule across the month as needed.

Floors & Carpets

- Buff and polish hard floors (VCT, tile, concrete)
- Deep-clean carpets in high-traffic areas
- Strip and re-wax floors (if applicable)
- Clean under all movable furniture

Windows & Glass

- Clean all interior windows and glass partitions
- Clean window sills, tracks, and frames
- Clean interior side of exterior windows (accessible)

Walls, Ceilings & Fixtures

- Dust ceiling vents, diffusers, and return grilles
- Spot-clean walls (scuffs, marks, fingerprints)
- Dust light fixtures and lens covers
- Dust top of cabinets, bookshelves, and high ledges
- Clean cobwebs from corners and ceiling edges

Furniture & Equipment

- Deep-clean upholstered chairs and couches
- Polish wood furniture
- Clean and organize supply closets
- Inspect and clean equipment (vacuums, mops, carts)

Specialty Areas

- Deep-clean elevator interiors (walls, tracks, threshold)
- Clean stairwell walls, handrails, and landings

- Detail-clean behind and under vending machines
- Pressure wash exterior entrance walkways (seasonal)

Quarterly Cleaning Checklist

Major maintenance items. Plan ahead and schedule with your cleaning team.

Deep Floor Care

- Full strip, seal, and wax of all hard floors
- Professional carpet extraction (all areas)
- Grout cleaning and sealing in restrooms
- Concrete floor resealing (garage/utility areas)

High-Level Cleaning

- Clean all light fixtures (remove covers, wash, replace)
- Dust and clean HVAC vents and ductwork covers
- Clean ceiling tiles (spot or full)
- Wash walls in high-traffic areas

Windows & Exterior

- Professional exterior window washing
- Pressure wash building entrances and walkways
- Clean awnings, canopies, and signage
- Clean parking garage/lot sweeping

Systems & Equipment

- Deep-clean and sanitize all trash cans/dumpster area
- Audit cleaning supply inventory and reorder
- Inspect and service all cleaning equipment
- Review and update cleaning SOPs as needed

Need help implementing these checklists?

Ultimate Cleaning Service provides customized cleaning programs for offices across Bellevue, Renton, Seattle, and the Eastside. We'll tailor these checklists to your specific facility and handle every item, every visit.

Call Jack: (425) 445-0077 | jack@ultimate-cleaningservice.com