

Office cleaning by cadence: nightly to quarterly

Walk one cadence at a time, tick what is done and circle tasks to reschedule.

Office _____ Suite or floor _____
Walked by _____ Date _____

Nightly or every visit

- ☐ Wastebaskets and recycling emptied, liners replaced
- ☐ Toilets, urinals, sinks, counters and mirrors cleaned and disinfected
- ☐ Tissue, hand towels, soap and sanitizer refilled
- ☐ Breakroom counters, sink, tables and appliance fronts wiped
- ☐ Door handles, push plates, switches and shared phones wiped
- ☐ Entry glass and reception counter free of prints
- ☐ Walkways, entry mats and desk areas vacuumed
- ☐ Restroom, breakroom and lobby floors swept and damp-mopped
- ☐ Doors locked, lights set and alarm armed

Weekly

- ☐ Clear desk surfaces, monitor tops, shelves and sills dusted
- ☐ Edges, corners and under conference tables vacuumed
- ☐ Chair arms and conference tables wiped
- ☐ Interior glass partitions and sidelights cleaned
- ☐ Restroom partitions scrubbed near latches and handles
- ☐ Microwave interior wiped
- ☐ Lobby and corridor baseboards dusted

Monthly

- ☐ Vents, door frames, light fixtures and cabinet tops high-dusted
- ☐ Baseboards and door kick plates detailed
- ☐ Fabric chairs and lobby seating vacuumed
- ☐ Filing cabinet and locker fronts wiped
- ☐ Restroom floor machine-scrubbed, grout lines cleaned
- ☐ Breakroom and elevator stainless steel polished

Quarterly or periodic

- ☐ Carpet stains spot-treated, busy walkways extracted
- ☐ Vinyl tile scrubbed and recoated, or stripped and refinished
- ☐ Interior and reachable exterior window glass cleaned
- ☐ Walls washed at switches, door frames and splash zones
- ☐ Restroom deep clean: descaling, drains, full-height partitions

Your follow-up

- ☐ Tasks to move to a different cadence noted
- ☐ Changes passed to your cleaning company
- ☐ Written plan updated to match this sheet

Notes
