

Office Cleaning Checklist

Practical cleaning business template • Customize fields before use

Brand customization: *This TidyOps-branded example shows a finished presentation. Replace the logo, colors, company details, and placeholders with your own brand before use.*

[YOUR COMPANY NAME]

[Phone Number]

[Email Address]

[Website]

JOB DETAILS

Client / Company:

Service Address:

Service Date:

Cleaner / Team:

Service Frequency:

- ☐ Daily
- ☐ 3x Weekly
- ☐ 2x Weekly
- ☐ Weekly
- ☐ Custom:

Service Window:

Estimated Cleanable Area: sq. ft.

Floors / Levels:

RECEPTION & LOBBY

- ☐ Empty trash and replace liners
- ☐ Dust reception desk
- ☐ Wipe accessible counters
- ☐ Clean high-touch surfaces
- ☐ Clean entrance doors
- ☐ Clean interior entrance glass
- ☐ Clean mirrors
- ☐ Dust furniture and décor
- ☐ Straighten chairs and furniture



- ☐ Vacuum entry mats
- ☐ Vacuum carpet
- ☐ Sweep hard floors
- ☐ Mop hard floors
- ☐ Remove cobwebs

Notes

PRIVATE OFFICES

- ☐ Empty trash and replace liners
- ☐ Dust accessible surfaces
- ☐ Dust furniture
- ☐ Wipe permitted desk surfaces
- ☐ Clean high-touch surfaces
- ☐ Clean door handles
- ☐ Clean light switches as required
- ☐ Spot-clean interior glass
- ☐ Vacuum carpet
- ☐ Vacuum rugs
- ☐ Sweep hard floors
- ☐ Mop hard floors

Notes

OPEN WORKSPACES / CUBICLES

- ☐ Empty trash and recycling
- ☐ Replace liners
- ☐ Dust accessible shared surfaces
- ☐ Clean common touchpoints
- ☐ Clean partitions where included
- ☐ Clean shared tables
- ☐ Vacuum carpet
- ☐ Sweep hard floors
- ☐ Mop hard floors

Workstation Policy

- ☐ Do not move employee papers or personal items
 - ☐ Clean desk surfaces only when cleared
 - ☐ Follow client-specific workstation instructions
-

CONFERENCE ROOMS

- ☐ Empty trash
 - ☐ Replace liner
 - ☐ Wipe conference table
 - ☐ Wipe chair arms where required
 - ☐ Clean high-touch surfaces
 - ☐ Clean whiteboard if instructed
 - ☐ Clean interior glass
 - ☐ Straighten chairs
 - ☐ Dust accessible surfaces
 - ☐ Vacuum carpet
 - ☐ Sweep hard floors
 - ☐ Mop hard floors
-

BREAK ROOM / KITCHEN

- ☐ Empty trash and recycling
- ☐ Replace liners
- ☐ Clean countertops
- ☐ Clean sink and faucet
- ☐ Wipe appliance exteriors
- ☐ Clean microwave interior
- ☐ Clean microwave exterior
- ☐ Wipe cabinet fronts
- ☐ Clean tables
- ☐ Wipe chairs
- ☐ Clean backsplash
- ☐ Refill paper products if included
- ☐ Refill soap if included
- ☐ Vacuum / sweep floor
- ☐ Mop floor

Refrigerator

- ☐ Clean exterior
 - ☐ Spot-clean interior spills if included
 - ☐ Remove abandoned food only if authorized
-

RESTROOMS

- ☐ Empty trash
 - ☐ Replace liners
 - ☐ Empty sanitary receptacles where applicable
 - ☐ Clean and disinfect toilets
 - ☐ Clean and disinfect urinals
 - ☐ Clean sinks and faucets
 - ☐ Clean countertops
 - ☐ Clean mirrors
 - ☐ Clean partitions
 - ☐ Clean dispensers
 - ☐ Disinfect high-touch surfaces
 - ☐ Refill toilet tissue
 - ☐ Refill paper towels
 - ☐ Refill hand soap
 - ☐ Sweep floor
 - ☐ Mop and disinfect floor
 - ☐ Report leaks or supply issues
-

HALLWAYS & COMMON AREAS

- ☐ Empty trash
 - ☐ Dust accessible surfaces
 - ☐ Clean high-touch surfaces
 - ☐ Clean doors and handles
 - ☐ Spot-clean glass
 - ☐ Vacuum carpet
 - ☐ Sweep hard floors
 - ☐ Mop hard floors
 - ☐ Remove cobwebs
-

ELEVATORS

- ☐ Clean doors
 - ☐ Clean interior walls as appropriate
 - ☐ Clean control panel
 - ☐ Disinfect buttons
 - ☐ Clean handrails
 - ☐ Remove debris
 - ☐ Vacuum / sweep floor
 - ☐ Mop floor
-

STAIRWELLS

- ☐ Remove trash and debris
 - ☐ Dust ledges
 - ☐ Clean handrails
 - ☐ Clean doors and handles
 - ☐ Vacuum stairs
 - ☐ Sweep stairs
 - ☐ Mop hard-surface stairs
 - ☐ Remove cobwebs
-

COPY / PRINT / MAIL AREAS

- ☐ Empty trash and recycling
 - ☐ Dust accessible surfaces
 - ☐ Clean counters
 - ☐ Wipe high-touch surfaces
 - ☐ Vacuum / sweep floor
 - ☐ Mop hard floors
-

TRAINING / MULTIPURPOSE ROOMS

- ☐ Empty trash
- ☐ Wipe tables
- ☐ Straighten chairs
- ☐ Dust surfaces
- ☐ Clean high-touch areas



- ☐ Vacuum carpet
- ☐ Sweep / mop hard floors

JANITOR / SUPPLY AREA

- ☐ Organize cleaning supplies
- ☐ Check chemical inventory
- ☐ Check trash-liner inventory
- ☐ Check paper-product inventory
- ☐ Clean mop sink / utility sink
- ☐ Store equipment safely
- ☐ Report damaged equipment
- ☐ Report low inventory

RESTOCKING CHECK

Item	Stocked	Low	Out
Toilet tissue	☐	☐	☐
Paper towels	☐	☐	☐
Hand soap	☐	☐	☐
Trash liners	☐	☐	☐
Sanitary products	☐	☐	☐
Air freshener	☐	☐	☐
Other:	☐	☐	☐

Restock Notes

PERIODIC TASKS

Complete according to the agreed service schedule.

Task	Frequency	Completed
Detail baseboards		☐
Dust vents		☐
Dust high ledges		☐
Clean interior windows		☐
Clean blinds		☐
Carpet extraction		☐

Floor burnishing	☐
Floor stripping / refinishing	☐
Deep restroom cleaning	☐
Upholstery cleaning	☐
Other:	☐

CLIENT-SPECIFIC INSTRUCTIONS

Access Instructions:

Alarm Instructions:

Restricted Areas:

Security Requirements:

Priority Areas:

Special Instructions:

SECURITY & CLOSING CHECK

- ☐ All assigned areas completed
 - ☐ Trash removed according to instructions
 - ☐ Supplies returned to designated area
 - ☐ Equipment stored safely
 - ☐ Windows checked as required
 - ☐ Lights set according to instructions
 - ☐ Interior doors set as instructed
 - ☐ Exterior doors secured
 - ☐ Alarm set if required
 - ☐ Keys / access cards handled correctly
 - ☐ Building left according to client instructions
-

MAINTENANCE / FACILITY ISSUES

- ☐ No issues observed
- ☐ Plumbing issue
- ☐ Lighting issue
- ☐ Damaged fixture
- ☐ Broken dispenser
- ☐ Flooring issue
- ☐ Door / lock issue
- ☐ Low consumable inventory
- ☐ Pest evidence
- ☐ Safety concern
- ☐ Other:

Notes

QUALITY INSPECTION

Reception / Lobby:

- ☐ Passed ☐ Needs Attention

Offices / Workspaces:

- ☐ Passed ☐ Needs Attention

Conference Rooms:

- ☐ Passed ☐ Needs Attention

Break Room:

- ☐ Passed ☐ Needs Attention

Restrooms:

- ☐ Passed ☐ Needs Attention

Floors:

- ☐ Passed ☐ Needs Attention

Trash / Recycling:

- ☐ Passed ☐ Needs Attention

Final Walkthrough:

- ☐ Complete
-



COMPLETION

Cleaner / Team Lead:

Start Time:

Completion Time:

Total Labor Hours:

Result:

- ☐ Complete
- ☐ Complete With Notes
- ☐ Follow-Up Required
- ☐ Reclean Required

Completion Notes

SUPERVISOR REVIEW

Reviewed By:

Date:

Result:

- ☐ Passed
- ☐ Passed With Notes
- ☐ Corrective Action Required

Review Notes

SCOPE NOTE

Office cleaning scopes should clearly define both tasks and frequencies.

For example, trash removal may be completed every service visit while interior windows, baseboards, carpet extraction, and high dusting may occur weekly, monthly, quarterly, or only when separately requested.

Defining these frequencies prevents misunderstandings and helps ensure the service price reflects the actual workload.

SAFETY & SECURITY NOTE

Cleaning staff should follow client access procedures, company safety policies, product labels, equipment instructions, and applicable workplace requirements.

Do not access restricted areas, move confidential documents, handle hazardous materials, or perform specialized work unless authorized and properly trained.

TEMPLATE CUSTOMIZATION NOTICE

Customize this checklist to the actual office layout, service agreement, task frequencies, security requirements, and consumable responsibilities for each client.

Template Version: 1.0

Updated: September 2026

Template ID: TPL-CHK-005

Provided by TidyOps