

OFFICE CLEANING CHECKLIST



BREAKROOMS

- | | | |
|--|---|---|
| <input type="checkbox"/> Door Handles | <input type="checkbox"/> Tabletops | <input type="checkbox"/> Misc. Surfaces (fridge handle, coffee pot, etc.) |
| <input type="checkbox"/> Light Switches | <input type="checkbox"/> Chairs | <input type="checkbox"/> Dispensers (soap, sanitizer, paper towels) |
| <input type="checkbox"/> Food Contact Surfaces | <input type="checkbox"/> Sinks & Fixtures | <input type="checkbox"/> Trash & Recycling Receptacles |

COMMON AREAS - RECEPTION

- | | | |
|---|--|--|
| <input type="checkbox"/> Door Handles | <input type="checkbox"/> Chairs | <input type="checkbox"/> Elevator Buttons (if applicable) |
| <input type="checkbox"/> Light Switches | <input type="checkbox"/> Desks | <input type="checkbox"/> Electronics (computer, phone, etc.) |
| <input type="checkbox"/> Printers | <input type="checkbox"/> Dispensers (hand sanitizer) | <input type="checkbox"/> Trash & Recycling Receptacles |

OFFICES & CONFERENCE ROOMS

- | | | |
|--|--|---|
| <input type="checkbox"/> Door Handles | <input type="checkbox"/> Desktop & Tabletops | <input type="checkbox"/> Electronics (computers, phones, etc.) |
| <input type="checkbox"/> Light Switches | <input type="checkbox"/> Chairs | <input type="checkbox"/> Metal & Hard Surfaces (white boards, etc.) |
| <input type="checkbox"/> Trash & Recycling Receptacles | | |

PUBLIC RESTROOMS

- | | | |
|---|---|--|
| <input type="checkbox"/> Door Handles | <input type="checkbox"/> Paper Towel Holders | <input type="checkbox"/> Dispensers (soap, toilet paper, etc.) |
| <input type="checkbox"/> Light Switches | <input type="checkbox"/> Stalls & Stall Handles | <input type="checkbox"/> Toilet & Urinals (handle, seat, etc.) |
| <input type="checkbox"/> Faucets | <input type="checkbox"/> Changing Stations | <input type="checkbox"/> Trash & Recycling Receptacles |