Office Cleaning Checklis

Daily

- [ ] Dust furniture, cabinets, desks, chairs, computers and keyboards.
- [ ] Empty waste containers and remove trash to the designated area
- [ ] Spot Clean entrance and interior glass and doors
- [ ] Vacuum designated carpeted areas
- [ ] Dust mop ceramic and resilient floor areas

Weekly

- [ ] Remove dust from window frames and window handles
- [ ] Clean and sanitize telephones and keyboards
- [ ] Water the flowers once a week (if any)

Monthly

- [ ] Damp wipe table tops, counters, and exteriors of cabinets
- [ ] Empty trash containers and remove trash to the designated areas
- [ ] Damp wipe exterior and interior microwave ovens
- [ ] Sweep or dust mop and damp mop resilient flooring
- [ ] Clean and sanitize sinks
- [ ] Wipe exterior refrigerator
- [ ] Vacuum carpeted areas
- [ ] Dust venetian blinds
- [ ] Remove cobwebs
- [ ] Clean baseboards, carpet edges and corners
- [ ] Dust high reach areas including shelves, ledges, vents
- [ ] Vacuum/Clean upholstered furniture

- [ ] Restock toilet paper, paper towels, hand soap, and other supplies
- [ ] Empty trash containers and remove trash to the designated areas
- [ ] Sweep or dust mop, and wet mop and sanitize floors
- [ ] Clean and sanitize restrooms
- [ ] Clean and polish mirrors, glass and chrome

IVS CLEANING LTD
31 Knebworth Avenue, London, E17 5AH
02071013870 / info@ivscleaning.co.uk