

OFFICE CLEANING SCHEDULE & CHECKLIST



Set-up Reminders	Regular/Daily Job Checklist	Done?	Irregular/Weekly/Monthly Job Checklist	Done?
1. Insurance Cover	* Vacuum the floor and behind doors		* Clean glass and window areas with appropriate glass-cleaner and occasional squeegee	
2. COSHH Health & Safety Policy	* Mop hard floors, using disinfectant		* Additional wall marks and scuffs	
3. Risk Assessment	* Empty bins and place in new liners		* Polish or better wipe surfaces like board room tables and solid wood floors	
4. Data Sheets and Safe Stock	* Damp-wipe hard surfaces with mild disinfectant		* Remove old food and clean/disinfect fridges	
5. Guides & Training	* Wipe brass/metal handles, light switches, and door frames		* Check stocks of food and drink e.g. tea, coffee	
6. Signs & Notices	* Remove and clean mugs and cups (hand or dishwasher)		* Vacuum down and clean chairs	
7. Cleaning Schedule	* Sanitise and clean toilets and basins		* Clean and dust vents and blinds	
8. Accidents & RIDDOR	* Refill soap dispensers		* Dust high-level ceiling from the top to the bottom	
9. Building Policies	* Organise magazines and newspapers		* Confidential shredding of documents where permissible	
10. Personnel Policies	* Vacuum and brush mats and re-position		* Coffee machines and kettles de-scale	
Preperation Reminders	* Refill toilet rolls, towels, hand towels and dish cloths		* Dust skirting boards, picture rails, and window sills	
1. Cloths & Dusters	* Clear white and notice boards		* Wipe the sides and top of any partitions, for example between workstation cubicles and toilet areas	
2. Sprays	* Sofas and cushions cleaned and positioned		* Water plants and flowers	
3. Fluids	* Lifts and stain checked and cleaned		* Deep clean carpets	
4. Carry Tray	* Hand driers carefully cleaned		* Check and install air fragrance	
5. Mop and Bucket	* Tidy and organise chairs and tables		* Microwaves and cooking equipment cleaned	
6. Brushes	* Clear workstations – including keyboards/monitors, coffee mats		* Deeper disinfectant clean of bins	
7. Vacuum Cleaner	* Wipe and clean equipment like telephones and photocopiers		* Window cleaning	
8. Aprons	* Clean and organise drawers and files/paper		* Ceiling lights checked and cleaned	
9. Gloves	* Female hygiene within toilet areas checked		* Storage areas cleaned e.g. filing cabinets, book shelves	
10. Head Protection	* Extra:		* Extra:	
Property: _____		Dates: _____		
Cleaner: _____		Signed: _____		