

Commercial Office Cleaning Checklist

Daily, Weekly & Monthly Tasks for a Productive, Professional Workspace

Workstations & Desks

	Task	Frequency
☐	Wipe down desks and surface areas	Daily
☐	Sanitize keyboards, mice, and phones	Daily
☐	Empty individual trash bins	Daily
☐	Dust monitors and equipment	Weekly
☐	Disinfect shared electronics (printers, copiers)	Weekly
☐	Clean under desks and behind equipment	Monthly

Common Areas & Lobbies

	Task	Frequency
☐	Vacuum or sweep floors	Daily
☐	Mop hard floors	Daily
☐	Wipe down reception desk and counter	Daily
☐	Sanitize door handles and light switches	Daily
☐	Dust furniture and decor	Weekly
☐	Clean windows and glass doors	Weekly
☐	Deep clean upholstered furniture	Monthly

Break Room / Kitchen

	Task	Frequency
☐	Wipe countertops and appliance exteriors	Daily
☐	Clean microwave interior	Daily
☐	Empty trash and replace liners	Daily
☐	Sanitize sink and faucet handles	Daily
☐	Clean coffee maker and drip trays	Weekly

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	Task	Frequency
☐	Deep clean refrigerator interior	Monthly
☐	Descale coffee maker	Monthly

Restrooms

	Task	Frequency
☐	Disinfect toilets, sinks, and urinals	Daily
☐	Mop floors with disinfectant	Daily
☐	Restock paper products and soap	Daily
☐	Sanitize door handles and dispensers	Daily
☐	Clean mirrors and partitions	Weekly
☐	Scrub tile grout	Monthly

Ready for a cleaner, healthier space?
Contact United Unlimited Cleaning today for a free assessment.
www.unitedunlimitedcleaning.com