FREE PRINTABLE CHECKLIST

OFFICE CLEANING CHECKLIST

Daily, weekly, monthly and quarterly tasks that keep a Perth workplace clean, safe and ready for the team.

30 tasks | Daily to quarterly | Sign-off sheet | Free PDF

FREE PDF

Daily

- [x] ~~Empty all bins and replace liners~~
- [x] ~~Wipe cleared desks and workstations~~
- [x] ~~Disinfect door handles and switches~~
- [ ] Clean kitchen benches and sink
- [ ] Clean and restock bathrooms

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Office Cleaning Checklist

Use it as a scope of work for your cleaners or as a handover list for your own team. Tick tasks off, then sign off the last page.

SITE / BUSINESS _____

WEEK STARTING _____

CLEANER _____

Tell your cleaners what matters most

Mark any area that needs extra care, such as server rooms, labs or client-facing spaces, and note how your team wants cleaning supplies restocked.

Daily

9 tasks

- [ ] Empty all bins and replace liners
- [ ] Wipe cleared desks and workstations
- [ ] Disinfect door handles, light switches and lift buttons
- [ ] Clean kitchen benches, sink and microwave exterior
- [ ] Clean and restock bathrooms (soap, paper, hand towels)
- [ ] Vacuum high-traffic carpet areas
- [ ] Mop hard floors and entrances
- [ ] Clean reception glass, doors and counters
- [ ] Remove cups and food waste from meeting rooms

Weekly

8 tasks

- [ ] Vacuum all carpets edge to edge
- [ ] Mop all hard floors
- [ ] Dust ledges, shelves, monitors and blinds
- [ ] Wipe down chairs, phones and shared equipment
- [ ] Clean inside the fridge and wipe the microwave inside
- [ ] Spot clean walls, doors and glass partitions
- [ ] Clean the staff room table, chairs and splashback
- [ ] Wash bin lids and bin areas

Monthly

7 tasks

- [ ] Dust air vents, grilles and high shelving
- [ ] Clean light fittings and ceiling fans
- [ ] Wipe skirting boards and door frames
- [ ] Clean inside and outside windows within reach
- [ ] Deep clean bathroom tiles and grout
- [ ] Wash entrance mats and polish metal fixtures
- [ ] Steam or spot treat carpet stains

Quarterly

6 tasks

- [ ] Steam clean carpets or strip and reseal hard floors
- [ ] Clean blinds, curtains and fabric partitions
- [ ] Clean high windows and external glass
- [ ] Descale taps, urinals and shower heads
- [ ] Pressure wash entrance paving and bin enclosure
- [ ] Review the scope of work with your cleaning provider

SIGN-OFF SHEET

Cleaning sign-off

One line per visit. Sign when the area has been cleaned and checked.

Pro tips from our crews

- Clean top to bottom and back to front, so dust and dirt fall onto surfaces you have not cleaned yet.
- Use colour-coded cloths (red for toilets, yellow for bathrooms, blue for general surfaces, green for kitchen) to stop germs spreading between areas.
- Wipe high-touch points twice a day in busy periods, and more often during the cold and flu season.

Date	Area / task	Cleaner	Checked by	Notes