

# ***Cleaning Checklist***

## **DAILY TASKS**

☐

Sanitise high-touch areas, including door handles and reception phone.

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Dust desks, tables, and bookshelves.

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Sweep and mop floors daily.

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Clean and disinfect all bathrooms regularly.

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Empty all trash cans and replace liners as necessary.

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Wipe down all wall surfaces, doors, and light switches with a disinfectant.

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Empty and sanitise waste bins and recycling receptacles.

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Clean and sanitise toilets, sinks, and urinals.

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Vacuum carpets and mats.

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Wipe down and sanitise office equipment and furniture.

# ***Cleaning Checklist***

## **WEEKLY TASKS**

☐ Vacuum under desks, tables and behind office furniture.

☐ Spot clean walls and remove cobwebs.

☐ Wipe down baseboards to remove dust and dirt.

☐ Clean the interior of microwaves, refrigerator and other kitchen appliances.

☐ Wash exterior of waste bins.

☐ Polish all hard floor surfaces.

☐ Clean and polish bright metal surfaces.

☐ Clean light fixtures and ceiling fans.

☐ High dust areas above your reach (e.g., vents, ceiling corners).

☐ Wash restroom partitions and sanitise all surfaces.

# ***Cleaning Checklist***

## **MONTHLY TASKS**

☐ Vacuum HVAC vents and clean air vents

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☐ Wash windowsills and windows, both interior and exterior.

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☐ Deep clean carpets (shampoo or steam clean).

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☐ Check and replace air conditioning filters.

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☐ Clean office equipment like copiers, fax machines, and printers.

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☐ Deep clean and organise storage and supply rooms.

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☐ Deep clean and disinfect restroom floors and walls.

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☐ Clean behind and underneath appliances like the refrigerator and microwave.

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☐ Clean behind toilets and under sinks.

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☐ Get rid of unwanted or broken office supplies and systems.

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