



OFFICE CLEANING CHECKLIST



A clean and tidy workspace promotes comfort and clarity of mind, which ultimately improves productivity and the quality of work. Print out this office cleaning checklist to ensure that every corner of your office gets the attention it needs.

Cleaning Assignments

Person Responsible

- ☐ **Clear the clutter**
Recycle, throw it away or put it back where it belongs.
- ☐ **Dust away**
Wipe dust from common areas with a damp microfiber cloth or paper towel.
- ☐ **Glass duty**
Spray a towel with glass cleaner and wipe away smudges.
- ☐ **Disinfect**
Hit all hard surfaces with sanitizing spray and a clean microfiber cloth
- ☐ **Clear the cobwebs**
Use a microfiber cloth to remove cobwebs from every corner of the office.
- ☐ **Empty the fridge**
Throw away old food and drinks to create more space.
- ☐ **Wipe-down kitchenware**
Clean cups, plates and appliances with warm water and soap.
- ☐ **Restroom duty**
Scrub the toilet; refill soap and paper dispensers.
- ☐ **Empty trash/recycling bins**
Properly dispose of trash bags and recyclables.
- ☐ **Vacuum/sweep/mop**
Clear the dirt and debris off the floors (and furniture).

Note: A clean workspace helps your team stay productive and motivated. If your office requires additional support, JBGoodhelper offers flexible cleaning plans tailored to your needs, schedule, and budget.

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This checklist is provided as a general guide for maintaining a clean workspace. It does not represent the exact procedures used by professional cleaning teams. Services may differ depending on provider and location.