Daily Office Cleaning Checklist

Yara Cleaning

Office / suite: _____ Week of: _____ Cleaner: _____

Tick the box for each day the task is done. Disinfect only after cleaning, and keep disinfectant wet for the contact time on its label.

Reception and common areas

Task	Tip	Mon	Tue	Wed	Thu	Fri
Wipe and disinfect reception desk and visitor seating	*Clean first, then disinfect*					
Disinfect door handles, push plates and elevator buttons	*Highest hand contact*					
Clean glass entry doors	*Remove smudges and fingerprints*					
Straighten reading materials, mats and signage	*Shake out or vacuum mats*					
Empty trash and recycling	*Replace liners*					
Vacuum carpets or mop hard floors	*Start at the entrance*					

Workstations and shared offices

Task	Tip	Mon	Tue	Wed	Thu	Fri
Empty desk-side trash and recycling	*Check for food waste*					
Disinfect shared desks, phones and keyboards	*Apply to cloth, not electronics*					
Wipe light switches and shared equipment	*Include copier touchscreens*					
Dust accessible surfaces	*Work top to bottom*					
Vacuum or mop high-traffic zones	*Hallways first*					

Break rooms and kitchens

Task	Tip	Mon	Tue	Wed	Thu	Fri
Disinfect counters, tables and chairs	*Remove crumbs first*					
Clean and sanitize sinks and faucets	*Include handles*					
Wipe microwave, fridge handles, coffee machine	*Often missed*					
Remove expired or leftover food	*Weekly fridge clear-out*					
Empty trash and recycling	*Replace liners*					
Mop floors	*Last step*					

Washrooms

Task	Tip	Mon	Tue	Wed	Thu	Fri
Disinfect toilets, urinals and sinks	*Follow label contact time*					
Clean mirrors and fixtures	*Polish dry*					
Refill soap, paper towels and toilet paper	*Check mid-day if busy*					
Disinfect door handles and partitions	*Include stall locks*					
Empty trash bins	*Replace liners*					
Mop and disinfect floors	*Finish at the exit*					

Weekly and Monthly Office Cleaning Checklist

Yara Cleaning

Month of: _____ Office / suite: _____

Weekly tasks

Task	Area	Date done	Initials
Vacuum upholstered furniture and area rugs	*Reception, meeting rooms*		
Wipe baseboards and window sills	*All rooms*		
Clean interior glass partitions and windows	*Meeting rooms, offices*		
Disinfect light switches, door frames, handles	*Throughout*		
Dust vents, air returns and ceiling fans	*Ceilings and walls*		
Clean behind and under moveable equipment	*Printers, coolers*		
Empty and wipe down the break room fridge	*Break room*		
Scrub and disinfect washroom tile and grout	*Washrooms*		

Monthly and quarterly tasks

Task	Suggested frequency	Date done	Initials
Deep clean carpets and area rugs	*Monthly (high traffic), quarterly*		
Machine-scrub and polish hard flooring	*Monthly*		
High-dust ceilings, light fixtures, HVAC vents	*Monthly*		
Clean interior and exterior windows	*Quarterly*		
Shampoo or steam-clean upholstered furniture	*Quarterly*		
Detail-clean corners, edges, hard-to-reach areas	*Monthly*		
Clean under desks and behind large furniture	*Monthly*		

Wet season adjustments (fall to spring)
Clean entry mats and mop the lobby daily. Wipe window glass and frames weekly to prevent streaking and mildew. Schedule carpet deep cleaning more often, and dust vents monthly.