

OFFICE CLEANING CHECKLIST

What's included in our recurring office cleaning service

GENERAL MAINTENANCE

- Empty trash cans and replace liners
- Wipe entrance doors and handles
- Clean fingerprints on glass and door frames
- Straighten visible areas and common surfaces

RESTROOM SANITIZATION

- Clean and sanitize toilet (inside & outside)
- Clean and sanitize sink and faucet
- Wipe mirrors and fixtures
- Wipe exterior restroom surfaces
- Empty trash and replace liner
- Restock paper products (client supplies)

KITCHENETTE / BREAK AREA

- Clean and sanitize sink and faucet
- Wipe countertops
- Wipe exterior of microwave
- Wipe exterior of refrigerator
- Spot clean table and chairs
- Empty trash and replace liner

SERVICE NOTES & LIMITATIONS

- Clear, accessible surfaces only. Personal items are not moved.
- Furniture, office equipment, and electronics are not moved or unplugged.
- Designed for small, low-traffic offices. High-traffic spaces may require additional services.
- Interior appliances, interior glass, and specialty tasks are available as add-ons only.
- Paper products are restocked using client-provided supplies.
- Service scope may vary based on office condition and accessibility at the time of service.
- Client must provide access to all service areas at the scheduled time.
- Biohazards and hazardous materials are not included.

WORK AREAS & FLOORS

- Dust accessible surfaces (desks, shelves, counters)
- Wipe desks and workstations (clear surfaces only)
- Vacuum carpets and rugs
- Mop hard floors

FINAL TOUCHES

- Wipe light switches and high-touch points
- Spot clean visible smudges
- Final walkthrough of office space

ADD ONS

Services (Available for an Additional Charge)

- Interior Fridge Cleaning
- Interior Microwave Cleaning
- Interior Glass & Partitions
- Breakroom Deep Detail
- Extra Restroom