

# Office Cleaning Checklist



## Breakrooms

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Door Handles          | <input type="checkbox"/> Tabletops        | <input type="checkbox"/> Misc. Surfaces (fridge handle, coffee pot, etc.) |
| <input type="checkbox"/> Light Switches        | <input type="checkbox"/> Chairs           | <input type="checkbox"/> Dispensers (soap, sanitizer, paper towels)       |
| <input type="checkbox"/> Food Contact Surfaces | <input type="checkbox"/> Sinks & Fixtures | <input type="checkbox"/> Trash & Recycling Receptacles                    |

## Common Areas - Reception

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Door Handles   | <input type="checkbox"/> Chairs                      | <input type="checkbox"/> Elevator Buttons (if applicable)    |
| <input type="checkbox"/> Light Switches | <input type="checkbox"/> Desks                       | <input type="checkbox"/> Electronics (computer, phone, etc.) |
| <input type="checkbox"/> Printers       | <input type="checkbox"/> Dispensers (hand sanitizer) | <input type="checkbox"/> Trash & Recycling Receptacles       |

## Offices & Conference Rooms

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|--|--|---|
| <input type="checkbox"/> Door Handles                  | <input type="checkbox"/> Desktop & Tabletops | <input type="checkbox"/> Electronics (computers, phones, etc.)      |
| <input type="checkbox"/> Light Switches                | <input type="checkbox"/> Chairs              | <input type="checkbox"/> Metal & Hard Surfaces (white boards, etc.) |
| <input type="checkbox"/> Trash & Recycling Receptacles |  |   |

## Public Restrooms

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Door Handles   | <input type="checkbox"/> Paper Towel Holders    | <input type="checkbox"/> Dispensers (soap, toilet paper, etc.) |
| <input type="checkbox"/> Light Switches | <input type="checkbox"/> Stalls & Stall Handles | <input type="checkbox"/> Toilet & Urinals (handle, seat, etc.) |
| <input type="checkbox"/> Faucets        | <input type="checkbox"/> Changing Stations      | <input type="checkbox"/> Trash & Recycling Receptacles         |

