

Salinas office cleaning: tasks by visit, week, month and quarter

Carry this through the office and tick each task done to the agreed standard.

Office _____ Address _____

Walked by _____ Date _____

Every visit

- ☐ Trash and recycling emptied at every desk, with bins relined
- ☐ Restroom fixtures, counters and mirrors cleaned, and paper and soap restocked
- ☐ Kitchen counters, sink and table tops wiped, appliance fronts cleaned
- ☐ Clear desk surfaces wiped around any papers left out
- ☐ Meeting tables wiped and chairs tucked back in
- ☐ Handles, push plates and switch plates wiped room to room
- ☐ Front door glass and the reception counter polished free of prints
- ☐ Entry mats cleaned and the floor just inside the door washed
- ☐ Carpet lanes vacuumed; tile and vinyl dust-mopped, then damp-mopped

Weekly

- ☐ Carpet vacuumed edge to edge, under reachable desks too
- ☐ Window sills, partition tops and low ledges dusted
- ☐ Chair bases and arms wiped in meeting rooms and at reception
- ☐ Interior partition glass and door sidelights cleaned
- ☐ Microwave cleaned inside, fridge doors and handles wiped
- ☐ Stall panels and doors in each restroom wiped inside and out
- ☐ Baseboards spot-cleaned along the busiest corridors
- ☐ Waste bins washed where residue has built up

Monthly

- ☐ Air vents, return grilles and light covers dusted
- ☐ Door frames and the tops of doors wiped
- ☐ Baseboards wiped through every room
- ☐ Hard floor edges and corners scrubbed by hand
- ☐ Upholstered chairs and lobby seating vacuumed
- ☐ Shared keyboards, phones and copier panels wiped
- ☐ Tiled restroom walls washed down

Quarterly or seasonal

- ☐ Carpet deep-cleaned in the lanes and rooms that show wear
- ☐ Vinyl tile scrubbed and given fresh finish, or fully stripped and waxed
- ☐ High dusting out of reach: tall shelving, exposed ductwork, ceiling corners
- ☐ Restroom grout and fixture scale taken care of with a deep clean
- ☐ Street-facing windows and exterior glass washed

Notes
