**OFFICE CLEANING CHECKLIST**

**Bi-WEEKLY CLEANING**

**Offices, Lobby, Hall, Lunchroom and Stage Area**

- Empty all trash receptacles, including outside and replace liners as needed. Remove trash to dumpster

- Vacuum carpeting

 -Clean and polish drinking fountain/water cooler, appliances as needed

- Wipe inside of microwave if needed

- Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures, monitors

 and all manner of furnishings

- Damp wipe all horizontal surfaces to remove coffee rings and spillage

- Dust telephones

- Dust mop hard surface floors with a treated dust mop

- Damp mop hard surface floors to remove any spillage from soiled areas

- Damp wipe entryway and clean fingerprints from entrance glass

- Inspect and pick up, as needed, building entrance area

- Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture

- Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture

- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture

- Buff hard surface floors if needed

**Restrooms**

- Stock towels, tissue, and hand soap

- Empty sanitary napkin receptacles and wipe with a disinfectant

- Empty trash receptacles and wipe

- Clean and polish mirrors

- Wipe towel cabinet covers

- Toilets and urinals to be cleaned and sanitized inside and outside, including base at the floor.

- Polish bright work

- Toilet seats to be cleaned on both sides using a disinfectant

- Scour and sanitize all basins

- Dust partitions, top of mirrors and frames

- Remove splash marks from walls around basins

- Mop and rinse restroom floors with a disinfectant

**MONTHLY CLEANING**

**Offices, Lobby, Lunchroom, Hall, Bathroom**

- Complete all high dusting not reached in the above-mentioned cleaning

- Remove fingerprints and marks from around light switches and doorframes

- Vacuum all upholstered furniture

- Damp wipe telephones using a disinfectant

- Dust fan grate