

## Use This 10-Minute Office Cleanliness Checklist to Find Out

Take a walk around your office and check off each task. If you miss more than 5, it's time to talk to our professional cleaning team.

### Daily Cleaning Essentials

Task	Check
Desks and workstations wiped and disinfected	<input type="checkbox"/>
Trash bins emptied and liners replaced	<input type="checkbox"/>
Carpets vacuumed or hard floors swept	<input type="checkbox"/>
Reception and lobby surfaces cleaned	<input type="checkbox"/>
Doorknobs, elevator buttons, and handles sanitized	<input type="checkbox"/>
Restrooms cleaned and stocked with supplies	<input type="checkbox"/>

### High-Touch Areas

Task	Check
Shared electronics (phones, printers, tablets) sanitized	<input type="checkbox"/>
Breakroom tables and chairs disinfected	<input type="checkbox"/>
Microwave, fridge handles, and coffee machine cleaned	<input type="checkbox"/>
Light switches and thermostats wiped	<input type="checkbox"/>

### Weekly & Deep Clean Needs

Task	Check
Windows and glass doors streak-free	<input type="checkbox"/>
Baseboards, vents, and corners dust-free	<input type="checkbox"/>

Upholstery vacuumed or cleaned




Restroom grout and fixtures scrubbed

Breakroom appliances wiped inside and out

### **Red Flags to Watch For**

<b>Problem Area</b>	<b>Check</b>
Musty smells or persistent odors	<input type="checkbox"/>
Overflowing trash or understocked supplies	<input type="checkbox"/>
Dust buildup on desks, monitors, or shelving	<input type="checkbox"/>
Staff complaints about cleanliness or allergies	<input type="checkbox"/>
Stains on carpets or furniture	<input type="checkbox"/>

### **Your Score**

-  **0–5 Misses:** Your office is on the right track—keep it up!
-  **6–10 Misses:** Some areas need attention. Consider a cleaning refresh.
-  **11+ Misses:** Your office may affect health, productivity, and morale. Let's talk.

### **[Download the PDF Checklist]**

Want to share this with your team or office manager?  
Click below to download a printer-friendly version of this checklist.

 **[Download Cleanliness Checklist PDF]**

### **Need Help?**

Book a **free walkthrough and cleaning quote** today.

 Call [\(412\) 554-6264](tel:4125546264) to  Schedule Your Consultation