

Office Cleaning Checklist

Edit this office cleaning checklist based on your SLA or contract to cover the line items your team is responsible for.

Location: _____ Date and time: _____

Custodian: _____ Signature: _____

Item	Description	<input checked="" type="checkbox"/>
Desks	Dusted, with water rings and other marks removed	<input type="checkbox"/>
Phones	Keypads and handsets are clean and clear of fingerprints or smudges	<input type="checkbox"/>
Chairs	Chair dusted, including behind the seat; legs and armrests spot cleaned	<input type="checkbox"/>
Trash cans	Emptied, with fresh liners, and outside of cans spot cleaned	<input type="checkbox"/>
Walls and baseboards	Free of marks and dust	<input type="checkbox"/>
Switchplates	No visible oily buildup	<input type="checkbox"/>
Hanging items	Dusted on all surfaces	<input type="checkbox"/>
Floors	Clean and clear of debris; no build-up around corners	<input type="checkbox"/>
Doorknobs	No visible oily buildup	<input type="checkbox"/>
Windows, blinds, and sills	Clear of streaks, smudges, and dust	<input type="checkbox"/>
Lighting	Dusted, with no bugs; lightbulbs replaced (or reported) if needed	<input type="checkbox"/>

Other issues

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