

Your Office Cleaning and Maintenance Checklist



Daily

KITCHEN

- Wipe down kitchen surfaces and appliances
- Wash sink
- Load and run dishwasher
- Put away dishes
- Sweep and wet mop kitchen floor



COMMON AREAS

- Wipe down common tables and chairs
- Organize loose items and clear clutter

DESK/PRIVATE OFFICES

- Dust desks, monitors, and chair backs
- Clean desk and phones with disinfectant spray and microfiber cloth

CONFERENCE ROOMS

- Clean table with cleaning solution and wet cloth
- Dust backs of chairs and other surfaces
- Clean dry erase boards



BATHROOMS

- Clean sinks, counters, paper towel holders, and hand dryers with disinfectant spray and microfiber cloth
- Clean toilets and urinals
- Mop floors
- Restock toilet paper, paper towels, soap and other supplies

FLOORS

- Sweep debris and dust/wet mop general office
- Vacuum floors and rugs

OFFICE-WIDE

- Collect dirty dishes and trash from desks and common areas
- Empty trash and recycling bins and replace liners



Weekly

KITCHEN

- Empty refrigerator and clean out old food
- Shine stainless steel surfaces
- Clean baseboards
- Clean outside of trashcans



COMMON AREAS

- Clean glass walls, windows, and doors
- Dust vents, handrails, windows, picture frames, blinds, shelves, and sills

CONFERENCE ROOMS

- Clean glass walls, windows, and doors

BATHROOMS

- Clean stalls, walls, and baseboards
- Shine steel metal fixtures and stalls

Monthly

KITCHEN

- Deep clean tile and grout

COMMON AREAS

- Vacuum vents and circular fans
- Dust high surfaces, working top to bottom
- Clean upholstery



FLOORS

- Buff and polish hardwood floors

CONFERENCE ROOMS

- Clean glass walls, windows, and doors

BATHROOMS

- Deep clean tile and grout



Quarterly

KITCHEN AND BATHROOM

- Buff and polish floors

COMMON AREAS

- Deep clean upholstery, drapes, and blinds

DESK/PRIVATE OFFICES

- Shred and discard any outdated, sensitive documents
- Deep clean carpets

My Own List

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UNLOCKED

powered by the team and technology at Kisi