

Office Cleaning Checklist

1. Dusting & Surface Wiping: Removing dust from desks, countertops, shelves, electronics, and office furniture.
2. Floor Cleaning (Vacuuming & Mopping): Vacuuming carpets and mats, and sweeping or mopping hard floors.
3. Trash Removal: Emptying rubbish bins daily and replacing liners, with recyclables separated.
4. Restroom Sanitisation: Cleaning and disinfecting of office restrooms, including toilets, urinals, sinks, and countertops.
5. Restocking Supplies: Replenishing restroom and kitchen consumables such as toilet paper, soap, paper towels, and sanitizer.
6. Kitchenette & Break Room Cleaning: Wiping down counters and tables, cleaning sinks, and sanitising appliances like microwaves and fridges.
7. High-Touch Surface Disinfection: Regular disinfection of door handles, light switches, phones, keyboards, and elevator buttons.
8. Interior Glass Cleaning: Cleaning interior windows, glass partitions, and mirrors.
9. Spot Cleaning: Removing minor stains or marks on walls, carpets, and doors.
10. Lobby & Reception Area Care: Maintaining entrance areas, glass doors, and reception counters.
11. Hard Floor Polishing: Periodic buffing or polishing of hard floors (marble, vinyl, etc.).
12. Blind and Vent Dusting: Dusting venetian blinds, air vents, and high ledges.

*No Lock-In
Contract until
your satisfaction*



Let us know your requirement, we can tailor a quotation