

Commercial Office Cleaning Checklist

Professional • Detailed • Dependable

Client / Location: _____

Date: _____ Cleaner(s): _____

Sunshine Cleaning of Delaware

(302) 277-6948

SunshineCleaningDe.com

SunshineCleaningEstimates@gmail.com

Office Areas & Workspaces

- Empty trash and recycling receptacles; replace liners as needed
- Dust accessible desks, tables, shelves, and office furniture
- Wipe and disinfect high-touch surfaces
- Clean and disinfect door handles and light switches
- Dust window sills and ledges
- Dust accessible décor and picture frames
- Remove visible fingerprints and smudges from doors and glass
- Spot clean interior glass and partitions
- Vacuum carpeted areas
- Sweep and mop hard-surface flooring
- Straighten chairs and leave workspaces neat and presentable

Reception & Lobby

- Dust and wipe reception desk and accessible surfaces
- Clean and disinfect high-touch areas
- Wipe entrance doors and remove fingerprints from glass
- Dust furniture, tables, décor, and window sills
- Empty trash and replace liners
- Vacuum rugs and carpet
- Sweep and mop hard floors
- Straighten furniture and presentation areas

Conference & Meeting Rooms

- Wipe and disinfect conference tables
- Wipe chairs as needed
- Disinfect high-touch surfaces
- Clean whiteboards when requested
- Dust accessible surfaces and ledges
- Spot clean glass doors and partitions
- Empty trash and replace liners
- Vacuum carpets or sweep and mop hard floors
- Straighten chairs and reset room

Break Room / Kitchen

- Clean and disinfect countertops
- Clean sink and faucet
- Wipe exterior of appliances
- Clean microwave interior and exterior
- Wipe tables and chairs
- Spot clean cabinet fronts
- Disinfect high-touch surfaces and handles
- Empty trash and recycling; replace liners
- Sweep and mop floors
- Leave break room clean and orderly

Restrooms

- Clean and disinfect toilets and urinals
- Clean and disinfect sinks, faucets, and countertops
- Clean mirrors
- Disinfect stall doors, handles, and other high-touch surfaces
- Spot clean walls and partitions as needed
- Empty sanitary receptacles and trash; replace liners
- Refill soap, toilet paper, and paper towels from client-provided supplies
- Sweep and disinfect/mop floors
- Check restroom for overall cleanliness and presentation

Hallways, Common Areas & Stairways

- Dust accessible surfaces and ledges
- Disinfect high-touch surfaces
- Spot clean doors, frames, and walls as needed
- Empty trash and replace liners
- Vacuum carpeted areas
- Sweep and mop hard floors
- Vacuum or sweep stairs
- Clean handrails

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Floors

- Vacuum carpet thoroughly, including accessible edges
- Vacuum entrance mats
- Sweep hard-surface flooring
- Damp mop hard-surface flooring
- Spot clean noticeable spills and marks
- Pay special attention to entrances and high-traffic areas

Initial Cleaning / Detail Items

These items may be completed during the initial cleaning to establish the recurring-cleaning baseline.

- Detail dust baseboards
- Detail dust window sills, ledges, and accessible trim
- Remove heavier buildup from restroom fixtures and surfaces
- Detail clean break room surfaces and appliance exteriors
- Remove buildup from doors, frames, and high-touch areas
- Detail dust accessible furniture and fixtures
- Address accumulated dust in corners and edges
- Perform additional floor detailing as needed
- Address other areas requiring additional attention to establish the recurring-cleaning baseline

Rotational / Add-On Services

Available based on the client's service agreement.

- Interior window cleaning
- Interior glass detailing
- Blinds
- High dusting
- Detailed baseboard cleaning
- Interior refrigerator cleaning
- Interior oven cleaning
- Cabinet interiors
- Carpet cleaning / extraction
- Additional floor care
- Other: _____

Final Quality Check

- Trash removed
- Restrooms checked and stocked
- Break room checked
- Floors completed
- High-touch surfaces disinfected
- Lights turned off as required
- Doors secured according to client instructions
- Office left clean, inviting, and ready for business

CLEANERS notes for TODAY'S cleaning:

CLIENT notes for NEXT cleaning:



Cleaning tasks and frequency may vary based on the client's customized service agreement, facility needs, and selected service frequency. Desks and workspaces containing paperwork, electronics, or personal belongings will only be cleaned where surfaces are safely accessible.

Thank you for being part of our Sunshine Family!