

CHECKLIST (Small Office Sample)



1st Floor

Foyer

- Dust/Wipe down artwork, fixtures and furniture
- Vacuum rug
- Mop floor

Office Areas

- Dust/Wipe down all surfaces including desk, cabinets, furniture etc.
- Empty trash
- Vacuum floor
- Mop floor

Kitchenette Area

- Scrub/Wipe down all surfaces including sink, countertop & mini-fridge
- Clean microwave inside & out
- Empty trash
- Vacuum floor
- Mop floor

Bathrooms

- Scrub/Wipe down all surfaces including sink, mirror, toilet, dispensers, artwork & garbage cans
- Empty trash
- Vacuum floor
- Mop floor

Conference Room

- Dust/Wipe down all surfaces including table, chairs, TV and artwork
- Empty trash
- Vacuum floor
- Clean glass door and windows

Hallways

- Dust/Wipe down/dust all artwork
- Vacuum floor

2nd Floor

Office Areas

- Wipe down all surfaces including desk, cabinets, furniture etc.
- Empty trash
- Vacuum floor
- Mop floor

Stairs

- Dust handrail
- Vacuum floor
- Mop floor

Hallway

- Wipe down/dust all artwork
- Vacuum floor

Bathrooms

___ Wipe down all surfaces including sink, mirror, toilet, dispensers, artwork & garbage cans

___ Empty trash

___ Vacuum floor

___ Mop floor