



Office Cleaning Checklist

Use this checklist as a starting point for what professional commercial office cleaning may include at each frequency. Every facility is different, and the right scope of work should be customized based on how the space is used, traffic levels, surface types, hygiene needs, and client priorities. Daily tasks focus on routine upkeep, while weekly, monthly, and periodic tasks address deeper detailing, buildup, and long-term surface protection.

Reception and Lobby



• Daily

- ☐ Clean and disinfect entry doors, handles, & push bars
- ☐ Wipe down reception desk & counter surfaces
- ☐ Clean and disinfect high-touch areas including light switches, elevator buttons, and door handles
- ☐ Spot vacuum carpeted floors & rugs
- ☐ Spot sweep or mop hard surface floors
- ☐ Empty trash receptacles, reline, and wipe clean containers if soiled
- ☐ Spot clean glass entry doors

• Weekly

- ☐ Detail vacuum carpeted floors and rugs where applicable
- ☐ Detail mop hard surface floors including edges and corners

• Monthly

- ☐ High dust lights, ledges, vents, and intakes within standing reach
- ☐ Wipe down baseboards

Offices, Conference Rooms, Cubicles, and Workstations



• Daily

- ☐ Empty trash and recycling, reline containers
- ☐ Clean and disinfect high-touch areas including light switches and door handles
- ☐ Wipe clean & disinfect conference room & meeting tabletops
- ☐ Spot sweep or mop hard surface floors
- ☐ Spot vacuum carpeted floors

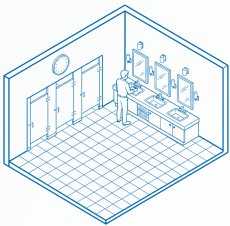
• Weekly

- ☐ Dust accessible horizontal surfaces including countertops, cubicle dividers, picture frames, and ledges
- ☐ Detail sweep & mop hard surface floors
- ☐ Detail vacuum carpeted floors
- ☐ Wipe clean & disinfect exposed surfaces of individual desktops, workstations, telephone handsets, & base stations

• Monthly

- ☐ High dust lights, ledges, vents, and intakes within standing reach
- ☐ Wipe down baseboards

Restrooms



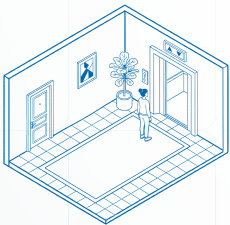
• Daily

- ☐ Detail sweep & damp mop floors with disinfectant solution
- ☐ Empty trash receptacles, reline, and wipe clean containers if soiled
- ☐ Clean and remove fingerprints & smudges from mirrors & metallic surfaces
- ☐ Clean, disinfect, & polish all fixtures including washbasins, faucets, toilet bowls, urinals, & dispensers
- ☐ Replenish soap, hand sanitizer, toilet paper, paper towels, toilet seat covers, and sanitary napkins
- ☐ Clean & disinfect light switches, doors, & door handles

• Weekly

- ☐ High dust lights, partitions, ledges, vents, & all vertical surfaces within standing reach
- ☐ Wipe clean baseboards

Hallways and Common Areas



• Daily

- ☐ Spot sweep, vacuum, or mop floors depending on surface type
- ☐ Clean & disinfect high-touch surfaces including door handles & light switches
- ☐ Empty trash receptacles and reline containers
- ☐ Spot clean glass & doors as needed

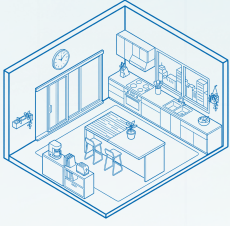
• Weekly

- ☐ Detail mop or scrub hard surface floors
- ☐ Clean stairs including vacuuming carpeted surfaces & disinfecting handrails
- ☐ Elevators (where applicable): wipe down & clean the walls, control plates, sweep or mop the floor & keep elevator tracks clean

• Monthly

- ☐ High dust lights, ledges, vents, and intakes within standing reach
- ☐ Wipe down baseboards

Break Room and Kitchen



• Daily

- ☐ Wipe down and disinfect countertops, tables, & chair seating surfaces
- ☐ Clean and disinfect sinks and faucets
- ☐ Clean & disinfect interior of microwave and coffee maker
- ☐ Detail sweep & damp mop all hard surface floors including edges & corners
- ☐ Clean & disinfect exterior of appliances including microwave, refrigerator, coffee maker, & water dispenser
- ☐ Empty trash and recycling receptacles, reline containers
- ☐ Replenish soap, hand sanitizer, and paper towels

• Weekly

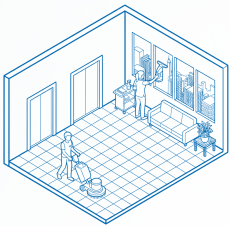
- ☐ Wipe clean baseboards

• Monthly

- ☐ Clean and disinfect all interior surfaces of refrigerator
- ☐ Wipe down cabinet faces for fingerprints and smudges
- ☐ Dust all accessible high and low level fixtures and vents within standing reach

Periodic Commercial Cleaning

Specialty services that help manage buildup, protect surfaces, and extend asset life



• Carpet Care

Encapsulation maintains carpet between cycles; hot water extraction provides full restoration. Most facilities benefit from extraction once or twice per year

• Hard Floor Restoration

VCT, linoleum, and stone require periodic stripping, recoating, sealing, or polishing to prevent long-term wear and protect the finish.

• Machine Scrubbing

Auto-scrubbers remove embedded soil from large open hard surface floors that mopping alone cannot address

• Window and Glass Detailing

Full interior and exterior glass cleaning including hard to reach panels, requiring specialized equipment.

• High Dusting

Vents, light fixtures, ceiling corners, and in larger facilities beams, rafters, and ductwork accumulate dust that standard cleaning cannot reach.

• Pressure Washing

Exterior sidewalks, building facades, and parking areas cleaned periodically to remove buildup, prevent slip hazards, and maintain curb appeal.

Every facility is different.

Whether you need night cleaning, day porter coverage, or both, iNX builds a scope of work around your specific needs.



**Schedule your
free consultation today.**