



CHECKLISTS TO KEEP YOU ORGANIZED

Commercial Cleaning Checklist

A structured commercial cleaning checklist helps teams follow the same standards every visit, reducing missed tasks, client complaints, and costly rework. Use this checklist to train your cleaners and maintain consistent service across sites.

1. Reception/lobby

Daily tasks

- Empty trash cans and replace liners
- Vacuum carpet and sweep/mop hard floors
- Clean and disinfect reception desk surfaces
- Wipe high-touch surfaces (e.g., door handle, push plate)
- Remove fingerprints and smudges from entry glass and interior glass panels
- Straighten furniture and remove visible debris from seating areas
- Dust accessible surfaces like tables and shelves
- Spot clean walls and glass as needed

Weekly tasks

- Dust vents, baseboards, and window ledges
- Clean interior glass partitions and doors
- Wipe down chairs, benches, and waiting area furniture
- Clean and disinfect shared devices like sign-in tablets or kiosks
- Vacuum upholstered seating

Monthly tasks

- Dust high ceilings, light fixtures, and vents
- Clean interior windows and window frames
- Deep clean carpets or machine scrub hard floors if needed
- Wipe and polish metal fixtures and other decorative items

2. Offices

Daily tasks

- Empty trash and recycling bins and replace liners
- Vacuum carpets and sweep/mop hard floors
- Dust desks, tables, and accessible surfaces
- Wipe and disinfect high-touch surfaces such as light switches and door handles
- Clean interior glass panels and office doors as needed
- Remove visible debris and straighten chairs or furniture

Weekly tasks

- Dust baseboards, window ledges, and vents
- Wipe desks, tables, and shared workstations thoroughly
- Clean conference room tables and shared equipment
- Vacuum upholstered furniture
- Clean interior glass partitions and meeting room glass

Monthly tasks

- Dust high vents, ceiling corners, and light fixtures
- Deep clean carpets or machine scrub hard floors
- Wipe down cabinets, shelves, and storage units
- Clean interior windows and frames
- Spot clean walls and remove marks or scuffs

3. Kitchen/break room

Daily tasks

- Empty trash and recycling bins and replace liners
- Clean and disinfect countertops and tables
- Wipe sinks and faucets and remove visible residue
- Clean exterior surfaces of appliances such as microwaves and refrigerators
- Sweep and mop the floor
- Wipe cabinet handles, appliance handles, and other high-touch surfaces

Weekly tasks

- Clean inside microwaves
- Wipe interior refrigerator shelves and remove spills
- Clean cabinet fronts and appliance exteriors
- Descale sinks and faucets if needed
- Dust vents and baseboards

Monthly tasks

- Clean inside refrigerators and other appliances
- Deep clean floors or machine-scrub hard surfaces
- Wipe inside cabinets and storage areas if accessible
- Clean light fixtures and ceiling vents
- Wash interior windows and window frames

4. Restrooms

Daily tasks

- Empty trash bins and replace trash bin liners
- Clean and disinfect toilets, urinals, and surrounding surfaces
- Clean and disinfect sinks, faucets, and countertops
- Clean and disinfect door handles, stall locks, and other high-touch areas
- Refill soap dispensers, paper towel, and toilet paper
- Clean mirrors and polish fixtures
- Sweep floors and mop with disinfectant

Weekly tasks

- Clean restroom partitions and stall doors
- Wipe dispensers and hand dryers
- Remove buildup from tile surfaces and grout areas
- Dust vents, baseboards, and ledges

Monthly tasks

- Deep clean tile, grout, and floor edges
- Wash walls and partitions
- Descale sinks, faucets, and plumbing fixtures
- Dust high vents and light fixtures

5. Exterior/entryways

Daily tasks

- Empty exterior trash and recycling bins
- Sweep entryways, sidewalks, and entrance areas
- Clean entry glass surfaces and remove fingerprints
- Shake out or vacuum entrance mats
- Remove visible debris such as leaves, dirt, or litter near entrances

Weekly tasks

- Wash entry doors and surrounding glass panels
- Clean door frames, handles, and push plates
- Sweep or pressure wash entry areas if needed
- Clean exterior light fixtures near entrances

Monthly tasks

- Deep clean entrance mats or replace if needed
- Pressure wash walkways or entry surfaces where required
- Clean exterior windows near entry areas
- Inspect and remove buildup of dirt/debris