

Office Cleaning Checklist

Daily, weekly, and periodic tasks for New York City offices



Office / location:

Week of:

Reviewed by:

— Daily

RESTROOMS

- ☐ Clean sinks, faucets, and counters
- ☐ Clean toilets and urinals
- ☐ Clean mirrors
- ☐ Refill toilet paper, hand soap, and paper towels
- ☐ Empty trash and replace liners
- ☐ Clean high-touch surfaces
- ☐ Spot-clean doors, partitions, and fixtures
- ☐ Mop floors with surface-safe products

KITCHENS AND PANTRIES

- ☐ Wipe counters, tables, and surfaces
- ☐ Clean sinks and faucets
- ☐ Wipe appliance exteriors
- ☐ Remove trash and recycling (building rules)
- ☐ Spot-clean spills and marks
- ☐ Clean floors
- ☐ Check consumables and report shortages

WORKSTATIONS AND OPEN AREAS

- ☐ Empty designated trash bins
- ☐ Vacuum or clean floors
- ☐ Wipe clear desk surfaces in scope
- ☐ Clean shared tables and touchpoints
- ☐ Spot-clean visible marks

RECEPTION AND CONFERENCE ROOMS

- ☐ Clean tables and furniture surfaces
- ☐ Remove waste
- ☐ Wipe common touchpoints
- ☐ Spot-clean interior glass
- ☐ Vacuum or mop floors
- ☐ Reset rooms as agreed

— Weekly

- ☐ Detail glass doors and partitions
- ☐ Dust accessible ledges and shelves
- ☐ Detail conference rooms and reception
- ☐ Clean appliance interiors (if in scope)
- ☐ Check floor edges and low-use areas
- ☐ Inspect where dust and residue build up

— Monthly / periodic

- ☐ Detail baseboards
- ☐ High dusting
- ☐ Detail interior glass
- ☐ Carpet spot treatment or extraction
- ☐ Hard-floor machine cleaning
- ☐ Upholstery cleaning
- ☐ Deep clean kitchens and restrooms
- ☐ Specialty stone or metal care

— Our office's extra tasks

Make it work: agree who does each task, how often, who checks the work, and how missed items are reported. Adjust frequencies to how your office is actually used. Staff shouldn't move confidential papers or personal items, or clean sensitive electronics, without permission.

Want this handled for you?

Nomad Facilities builds a written cleaning program around your office. Request a walkthrough at nomadfacilities.com/contact