

Office Cleaning Checklist

A practical checklist covering desks, kitchens, amenities, floors, bins and high-touch points.

How to use this checklist

Work through each area of the office and tick off tasks as they're completed. Frequency tags show how often each task should be done — use them as a starting point and adjust to suit your site's traffic and layout.

What This Checklist Covers

A clean, well-presented office affects staff wellbeing, client impressions and day-to-day hygiene. This checklist breaks the office down into six practical areas so nothing gets missed.

- Desks & Workstations — personal and shared work areas
- Kitchens & Break Rooms — appliances, benches and shared eating areas
- Amenities & Washrooms — hygiene-critical, highest-frequency areas
- Floors — carpets, hard floors and entry mats
- Bins & Waste — general waste, recycling and disposal points
- High-Touch Points — surfaces handled most often through the day

The Checklist

DESKS & WORKSTATIONS

Keep individual and shared work areas tidy, dust-free and presentable.

✓	Task	Frequency
☐	Wipe down desk surfaces and shared benches	Daily
☐	Empty and reset personal waste bins	Daily
☐	Spot-clean marks from desk edges and partitions	Daily
☐	Dust monitors, phones and desk equipment (exterior only)	Weekly
☐	Vacuum under desks and workstation chairs	Weekly
☐	Wipe down shared meeting room tables and chairs	Daily

✓	Task	Frequency
☐	Clean whiteboards and glass partitions	Weekly
☐	Dust shelving, cabinets and storage units	Monthly

KITCHENS & BREAK ROOMS

Maintain hygiene in shared food-prep and break areas throughout the day.

✓	Task	Frequency
☐	Wipe down benchtops and sink area	Daily
☐	Clean and sanitise sink and taps	Daily
☐	Empty and reline kitchen bins	Daily
☐	Wipe exterior of fridge, microwave and appliances	Daily
☐	Restock hand soap, paper towel and consumables	Daily
☐	Clean interior of microwave and appliance surfaces	Weekly
☐	Clean interior of fridge (remove expired items)	Weekly
☐	Descale kettle and coffee machine	Monthly

AMENITIES & WASHROOMS

The highest-priority hygiene area — cleaned and checked multiple times a day where possible.

✓	Task	Frequency
☐	Clean and sanitise toilets, urinals and basins	Daily
☐	Clean mirrors and glass surfaces	Daily
☐	Restock toilet paper, soap and paper towel	Daily
☐	Empty sanitary and general waste bins	Daily
☐	Mop and sanitise washroom floors	Daily
☐	Wipe down partitions, doors and handles	Daily
☐	Detail clean grout, tiles and fittings	Monthly
☐	Check and report on fixtures, taps and dispensers	Weekly

FLOORS

Keep carpets, hard floors and entry areas clean and safe underfoot.

✓	Task	Frequency
☐	Vacuum carpeted high-traffic areas	Daily
☐	Sweep and mop hard floor areas	Daily
☐	Clean entry mats and walk-off zones	Daily
☐	Vacuum low-traffic and under-furniture areas	Weekly
☐	Spot-treat carpet stains	Weekly
☐	Detail edge and corner cleaning	Monthly
☐	Hot water extraction / deep carpet clean	Periodic
☐	Hard floor strip, seal and polish	Periodic

BINS & WASTE

Manage general waste, recycling and disposal points to keep the office odour-free.

✓	Task	Frequency
☐	Empty all general waste bins and replace liners	Daily
☐	Empty recycling bins and sort as required	Daily
☐	Wipe down bin exteriors and lids	Weekly
☐	Clean and sanitise internal bin areas / bin rooms	Weekly
☐	Check external bin storage for overflow or odour	Weekly
☐	Wash out internal bins	Monthly

HIGH-TOUCH POINTS

Surfaces handled most often through the day — a priority for infection control.

✓	Task	Frequency
☐	Door handles and push plates	Daily
☐	Light switches and power points	Daily
☐	Lift buttons and handrails	Daily
☐	Shared equipment (printers, phones, kettles)	Daily
☐	Reception counters and sign-in devices	Daily
☐	Stair rails and shared handrails	Weekly

Want this checklist actioned for you?

Not sure where to start?

Master Clean can deliver this checklist as a scheduled office cleaning program — backed by a coordinated team across Melbourne and Victoria.

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