ATEB
CLEANING SERVICES

Commercial Office Cleaning Checklist

Nightly · Weekly · Monthly · Periodic

Building: _____ Date / week of: _____

Nightly (every service visit)

THROUGHOUT THE OFFICE

- ☐ Empty all trash and recycling; replace liners
- ☐ Wipe and disinfect high-touch points: door handles, push plates, light switches, elevator buttons, railings
- ☐ Vacuum carpeted walkways and open areas
- ☐ Sweep and damp-mop hard floors
- ☐ Spot-clean glass doors and entrance glass

ENTRANCES AND RECEPTION

- ☐ Clean the reception desk surface (papers never moved)
- ☐ Vacuum or shake out entrance mats
- ☐ Clean entry glass and door frames

RESTROOMS

- ☐ Clean and disinfect toilets, urinals, sinks, counters
- ☐ Clean mirrors and fixtures
- ☐ Refill soap, paper towels, toilet paper, seat covers
- ☐ Empty trash and sanitary bins
- ☐ Mop floors with disinfectant

KITCHENS AND BREAK ROOMS

- ☐ Wipe counters, tables, and chairs
- ☐ Clean sinks and faucets
- ☐ Wipe appliance exteriors and microwave interior
- ☐ Empty trash and recycling
- ☐ Sweep and mop floors

Weekly

- ☐ Dust open desks and other reachable surfaces (papers never moved)
- ☐ Dust shelves, window sills, ledges, and wall décor
- ☐ Wipe chair arms and conference room chairs
- ☐ Vacuum under desks and along edges
- ☐ Detail-clean restroom partitions and walls around fixtures
- ☐ Clean inside the microwave; wipe refrigerator handles and exterior
- ☐ Polish stainless steel

Monthly

- ☐ High dusting: vents, light fixtures, tops of cabinets and partitions
- ☐ Clean baseboards
- ☐ Wipe interior doors and door frames
- ☐ Deep-clean the break room refrigerator (offices that store food)
- ☐ Vacuum upholstered furniture
- ☐ Clean interior windows and partition glass

Periodic (quarterly to yearly)

- ☐ Carpet extraction (deep cleaning)
- ☐ Hard floor scrubbing and recoating, or strip and wax
- ☐ Exterior window cleaning
- ☐ Upholstery cleaning
- ☐ Grout cleaning in restrooms and kitchens

New England seasonal adjustments

- ☐ **Winter (Nov–Apr):** extra entrance mat care, salt and sand removal, more mopping at entrances
- ☐ **Spring:** carpet extraction and floor care after winter wear
- ☐ **Flu season:** more frequent disinfection of high-touch points

A checklist only works if someone checks it

- ☐ Crews follow a written checklist, in the same order every visit
- ☐ Each visit is logged
- ☐ A supervisor inspects regularly
- ☐ Misses are fixed fast, and the cause is addressed

Want this checklist built for your building? ATEB writes a scope by area and frequency after a walkthrough. The same crew cleans every visit, every visit is logged and verified, and misses are resolved within 24 hours, usually much sooner, often the same day.
Schedule a walkthrough: atebcleaning.com/schedule-a-walkthrough

Every office is different. Adjust frequencies for headcount, visitors, floor types, and daytime needs (some offices add a day porter during business hours).