Doctor Clean

THE SCIENCE OF CLEAN

Office Cleaning Checklist

Property: _____ Date: _____ Checked by: _____

Use this checklist to agree on tasks and review completed work. Adapt to your space.

ENTRANCE & RECEPTION

- ☐ Remove visible litter; empty bins and replace liners.
- ☐ Clean accessible entry glass and door handles.
- ☐ Vacuum mats; clean entry floors for the surface type.

WORKSPACES & MEETING ROOMS

- ☐ Dust accessible surfaces; leave papers and personal items in place.
- ☐ Wipe agreed shared touchpoints and clear desk surfaces.
- ☐ Vacuum carpet or clean hard floors as specified.

KITCHEN & BREAKROOM

- ☐ Wipe counters, tables and sink; clean appliance exteriors.
- ☐ Empty waste and recycling; replace liners as agreed.
- ☐ Clean floors; note consumables needing restocking.

RESTROOMS

- ☐ Clean toilets, sinks, counters, mirrors and fixtures.
- ☐ Wipe agreed touchpoints; empty bins and clean floors.
- ☐ Check soap, tissue and towels; restock if included.

PERIODIC TASKS - AGREE ON FREQUENCY

- ☐ Detail baseboards, accessible vents and interior glass.
- ☐ Schedule carpet or specialty floor care separately as needed.
- ☐ Confirm appliance interiors and other extras before work.

FINAL WALK-THROUGH

Note missed items, access issues or damage; secure doors and return keys as agreed.

Notes / follow-up: _____

Planning aid, not a contract or a guarantee of included work. Confirm tasks, frequency, supplies and exclusions in your written scope. Follow product labels and surface-care instructions.