

## Daily cleaning checklist

Your daily cleaning list should be made up of smaller tasks to complete, in order to keep the office to a standard suitable for people to work in. It should address the communal areas of the office including the reception, workspaces, toilets and kitchen area.

Daily cleaning should include:		M	T	W	T	F	S	S
Vacuuming	Vacuum all floor space and staircases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mopping	Office floors should be mopped daily due to accidental spills, mud and dirt from peoples' shoes. Use multi purpose / all purpose cleaners on hard and tiled floor areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emptying bins	Office bins need to be emptied of food waste and other rubbish. Emptying them daily is the best way to keep a hygienic environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface area and equipment wipe down	All desks, keyboards, mice and phones should be cleaned using surface disinfectant wipes or by applying disinfectant spray onto a cloth. This should be done every other day to get rid of everyday germs and prevent them from spreading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Weekly cleaning checklist

Your weekly cleaning list will require deep cleaning of items to create a much healthier work environment for all.

Weekly cleaning should include:		1	2	3	4
Polishing	All surfaces should be polished including floors and tables. This is the best way to eliminate dirt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glass windows cleaned inside and out	Cleaning windows inside and out will provide visible cleanliness instantly for visitors and staff in the office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check fridges	Fridges need to be checked for out of date food and spillages. Anything that is out of date should be thrown away and the fridges should be wiped down to prevent illness caused by bacteria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Monthly cleaning checklist

A monthly cleaning list will be shorter than daily cleaning lists. It should be limited to items that can be neglected, whilst remaining within important health and safety guidelines.

Monthly cleaning should include:		
Clean fabric chairs	Fabric chairs should be washed down and cleaned with a microfibre cloth, fabric cleaner or soap and warm water. If you have a steam cleaner to hand then use that for best results. Both treatments will leave you feeling like you have a new chair.	<input type="checkbox"/>
Dust all surfaces including harder to reach areas and skirting boards	Monthly dusting requires a little more effort. You need to include those hard to reach areas, skirting boards and all corners of the office. Those hard to reach places that you don't often look at can collect so much dust and dirt.	<input type="checkbox"/>
Vacuum and deep clean all surfaces	This is different from your weekly cleaning with a little bit more elbow grease required, pulling out furniture and vacuuming those hard to reach places.	<input type="checkbox"/>

Using all of these office cleaning tips will help to maintain a much happier and healthier workplace for both workers and clients as they will be working in cleaner environment. Cleanliness is the responsibility of everybody in the workplace and employees that show they care by keeping areas clean are demonstrating professionalism and respect.