Office Break Room Cleaning Checklist

An office kitchen and break room inspection by area: counters and sink, appliances, coffee and water, tables and seating, waste sorting and floors

Site _____ Date _____ Inspector _____

Counters, Sink and Cabinets

	Pass	Fail	N/A
Countertops cleared of crumbs and wiped and sanitized, including behind the coffee maker and the toaster	☐	☐	☐
Sink basin, faucet, handles and the drain strainer cleaned, no food left in the strainer	☐	☐	☐
Dish rack emptied of anything standing water can collect in, rack and drip tray rinsed	☐	☐	☐
Sponge or dish brush replaced as often as the office agreed, never a sour-smelling sponge left out	☐	☐	☐
Cabinet and drawer fronts wiped around the handles	☐	☐	☐
Dish soap, hand soap and paper towel stocked	☐	☐	☐

Appliances

	Pass	Fail	N/A
Microwave interior wiped, turntable washed, splatter on the ceiling of the cavity removed	☐	☐	☐
Fridge handles, door seals and the outside of the doors cleaned	☐	☐	☐
Fridge shelves and drawers wiped on clean-out day after the office's food has been sorted	☐	☐	☐
Dishwasher loaded or unloaded only if the contract includes it, door seal and filter area checked for food	☐	☐	☐
Toaster crumb tray emptied, kettle exterior wiped	☐	☐	☐
Freezer checked for ice build-up and reported if the door no longer seals	☐	☐	☐

Coffee, Water and Ice

	Pass	Fail	N/A
Coffee machine exterior, drip tray and grounds bin emptied and cleaned	☐	☐	☐

Coffee station counter clear of spilled sugar, stir sticks and creamer cups	☐	☐	☐
Water cooler or bottle filler spout, drip tray and buttons wiped	☐	☐	☐
Ice machine scoop stored in its holder, not in the ice	☐	☐	☐
Descaling, filter changes and internal cleaning left to the coffee or water vendor unless the contract assigns them	☐	☐	☐

Tables and Seating

	Pass	Fail	N/A
Tables wiped and sanitized on the top and the edge where people rest their arms	☐	☐	☐
Chair seats and backs wiped, upholstered chairs spot cleaned	☐	☐	☐
Table legs and chair legs free of dried spills	☐	☐	☐
Vending machine fronts, buttons and the coin or card area wiped	☐	☐	☐

Waste, Recycling and Organics

	Pass	Fail	N/A
Garbage, recycling, organics and refundable bottle bins emptied into the right stream	☐	☐	☐
Bin interiors and lids wiped when soiled, liners replaced	☐	☐	☐
Organics bin emptied daily, never left over a weekend	☐	☐	☐
Sorting signs over the bins still in place and readable	☐	☐	☐

Floor

	Pass	Fail	N/A
Floor swept and damp mopped, under the tables and in front of the fridge included	☐	☐	☐
Spills under the coffee station and the sink cabinet removed	☐	☐	☐
Anti-fatigue or entry mats lifted and the floor under them cleaned	☐	☐	☐
Baseboards behind the bins free of drips	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Fridge clean-out done on the agreed day, with notice posted beforehand, by the rule the office set for labelled and unlabelled food	☐	☐	☐
No food or personal dishes thrown out outside of the agreed clean-out rule	☐	☐	☐
Odour checked at the door: fridge, organics bin and sink drain	☐	☐	☐

Signs of pests (droppings, gnaws on packaging, fruit flies at the drain) reported the same day	☐	☐	☐
Previous inspection deficiencies verified as fixed	☐	☐	☐

Suggested frequency

Daily	Counters, sink, microwave, coffee station, tables, waste and organics, floor
Weekly	Fridge clean-out and shelf wipe, cabinet fronts, chair legs, bin interiors, vending fronts
Monthly	Behind and beside appliances, under the sink cabinet, freezer check, high dusting
Quarterly	Floor scrub or strip and wax, chair upholstery extraction

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