

Office Cleaning Inspection Checklist

What to score in a commercial office, from reception to workstations to break area

Site _____ Date _____ Inspector _____

Reception and Waiting Area

	Pass	Fail	N/A
Entry glass clear at hand height on both faces, frames wiped	☐	☐	☐
Reception desk front panel clean, not only the working top	☐	☐	☐
Guest seating wiped, arms and seat backs included	☐	☐	☐
Coffee table and magazine ledge dusted and reset	☐	☐	☐
Plant pots free of dust, no dead leaves left on the floor	☐	☐	☐
Walk-off matting vacuumed and lying flat	☐	☐	☐
Wall art frames and ledges dusted at their top edge	☐	☐	☐

Workstations and Private Offices

	Pass	Fail	N/A
Desk surfaces dusted around personal items, nothing rearranged	☐	☐	☐
Monitor stands, docking stations and keyboard trays free of dust	☐	☐	☐
Phone handset and keypad wiped	☐	☐	☐
Chair base, arms and castors free of dust and hair	☐	☐	☐
Under-desk footwell vacuumed, not just the walkway	☐	☐	☐
Waste and recycling emptied, liners replaced, bin rims clean	☐	☐	☐
Filing cabinet tops and window ledges dusted	☐	☐	☐
Interior glass partitions free of hand marks and tape residue	☐	☐	☐

Boardroom and Meeting Areas

	Pass	Fail	N/A
Table top cleaned and dry, no streaking under overhead light	☐	☐	☐
Table legs, pedestal base and cable grommets wiped	☐	☐	☐
Chairs pushed in, seats wiped, no crumbs in the seat crease	☐	☐	☐
Whiteboard erased if marked done, tray free of marker dust	☐	☐	☐

Screen and AV console dusted, screen face untouched	☐	☐	☐
Floor vacuumed under the table, not around it	☐	☐	☐
Water glasses and used cups removed	☐	☐	☐

Break Area and Kitchen

	Pass	Fail	N/A
Counters, backsplash and the strip behind the taps wiped	☐	☐	☐
Sink and drain clear, strainer emptied, taps polished	☐	☐	☐
Microwave interior including ceiling and turntable ring cleaned	☐	☐	☐
Fridge exterior, handle and door seal groove wiped	☐	☐	☐
Coffee machine drip tray emptied, grounds removed	☐	☐	☐
Dishwasher emptied or run per site instruction	☐	☐	☐
Tables and chairs wiped, legs and pedestals included	☐	☐	☐
Floor mopped to the edges, no tacky film under the tables	☐	☐	☐

Floors, Touchpoints and Common Areas

	Pass	Fail	N/A
Carpet vacuumed in a visible pattern, edges and corners included	☐	☐	☐
Spots and spills treated, logged if extraction is needed	☐	☐	☐
Hard floor free of scuffs at door swings and along baseboards	☐	☐	☐
Door handles, push plates and light switch plates wiped	☐	☐	☐
Stair handrails and elevator control panels wiped	☐	☐	☐
Baseboards free of vacuum marks and dust build-up	☐	☐	☐
Corridor corners and behind doors free of debris	☐	☐	☐

Restrooms

	Pass	Fail	N/A
All fixtures clean, restocked and free of odour	☐	☐	☐
Mirrors and counters dry and streak-free	☐	☐	☐
Floor mopped to the wall, base of fixtures clean	☐	☐	☐
Waste and sanitary units emptied, liners fitted	☐	☐	☐
Detailed restroom scoring done on the restroom checklist	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Interior glass, vents and light diffusers free of visible dust	☐	☐	☐
No cleaning equipment or cords left in circulation paths	☐	☐	☐
Lights and doors left per the site access procedure	☐	☐	☐
Waste taken to the correct stream, recycling not mixed	☐	☐	☐
Anything broken, leaking or unsafe reported the same visit	☐	☐	☐
Previous inspection deficiencies verified as fixed	☐	☐	☐

Suggested frequency

Daily	Waste, restrooms, break area, reception glass, high-traffic vacuum
Weekly	Full vacuum including edges, detail dusting, interior glass, baseboards
Monthly	High dusting, vents and diffusers, chair bases, filing cabinet tops
Quarterly	Carpet extraction, hard floor restoration, upholstery spot treatment

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