Office Move-Out Cleaning Checklist

An end-of-lease cleaning inspection for a commercial tenant leaving an office suite: workstations and offices, kitchen, washrooms, server and storage closets, floors, walls and fixtures, ready for the landlord's handover

Site _____ Date _____ Inspector _____

Open Office and Workstations

	Pass	Fail	N/A
All furniture removed or left only where the lease or landlord says it stays	☐	☐	☐
Carpet under where desks and filing cabinets stood vacuumed, dents raised where possible	☐	☐	☐
Cable cutouts, power poles and floor boxes empty of debris, cords and zip ties	☐	☐	☐
Window sills, ledges and blinds dusted, blinds left fully down or fully up and even	☐	☐	☐
Tape, adhesive hooks and cable clips removed from walls and desks left behind	☐	☐	☐
No loose screws, staples, paper clips or keys left on the floor	☐	☐	☐

Private Offices and Meeting Rooms

	Pass	Fail	N/A
Whiteboards cleaned with whiteboard cleaner, no ghosting from old marker	☐	☐	☐
Wall-mounted screens and brackets removed only if the landlord has asked for it	☐	☐	☐
Closets emptied and shelves wiped	☐	☐	☐
Door handles, frames and kick plates cleaned	☐	☐	☐
Light switch plates and outlet covers wiped	☐	☐	☐

Kitchen and Break Area

	Pass	Fail	N/A
Fridge emptied, cleaned inside including the seals and crisper drawers, left unplugged with the door propped if the landlord asks	☐	☐	☐
Microwave, dishwasher and coffee machine cleaned inside or removed if tenant-owned	☐	☐	☐

Cabinets and drawers emptied and wiped inside	☐	☐	☐
Sink, tap and backsplash descaled and polished	☐	☐	☐
Garbage, recycling and organics bins emptied, washed and left dry	☐	☐	☐

Washrooms (In-Suite)

	Pass	Fail	N/A
Toilets, urinals and sinks cleaned and descaled	☐	☐	☐
Mirrors and partitions cleaned	☐	☐	☐
Dispensers empty or left stocked per the landlord's instruction	☐	☐	☐
Floor and grout scrubbed, floor drain clear	☐	☐	☐

Server, Storage and Copy Rooms

	Pass	Fail	N/A
Room empty of boxes, toner cartridges and old equipment	☐	☐	☐
Shelving dusted and wiped	☐	☐	☐
Dust removed from the floor where equipment racks stood	☐	☐	☐
No unlabelled chemicals or batteries left behind	☐	☐	☐

Floors, Walls and Fixtures

	Pass	Fail	N/A
Hard floors swept, mopped and free of scuffs left by moving dollies	☐	☐	☐
Carpet vacuumed edge to edge and spot treated, extraction done if the lease requires it	☐	☐	☐
Walls spot cleaned of scuffs and marks, no nail holes left where the lease requires patching	☐	☐	☐
Light fixtures and diffusers free of dust and bugs	☐	☐	☐
HVAC supply and return grilles dusted	☐	☐	☐
Interior glass, sidelights and suite entry door cleaned on both sides	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Lease end-of-term clause read and the landlord's handover requirements written on the work order	☐	☐	☐
Before and after photos taken of every area for the handover	☐	☐	☐
Keys, fobs and access cards collected and counted	☐	☐	☐
Building told when the freight elevator and loading dock are needed	☐	☐	☐

Items left behind by the tenant listed and photographed, not thrown out without approval	☐	☐	☐
Damage found during cleaning photographed and reported to the tenant in writing	☐	☐	☐

Suggested frequency

Before move	Read the lease handover clause, book the freight elevator, agree what furniture stays
Move day	Clean behind the movers: floors where furniture stood, cable cutouts, debris
After move	Full detail clean of every area, kitchen and washrooms, glass and fixtures
Handover	Inspection with the tenant or landlord, photos, key and fob count

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