

Conference Room Cleaning Checklist

A short, consistent list for the surfaces guests actually see and touch, with a sign-off sheet to keep in the room.



Step-by-step checklist

Run through this list before or after each round of meetings to keep the room presentation-ready.

- ☐ Step 1. Disinfect the boardroom table and remote controls: wipe the full table surface and the remotes, leaving the finish clean and dry.
- ☐ Step 2. Clean AV screens and smart boards with a streak-free cloth: use a screen-safe microfibre cloth to remove fingerprints without damaging the display.
- ☐ Step 3. Vacuum upholstered chairs and under-table cable trays: pick up crumbs and dust, including the cabling area that tends to be forgotten.
- ☐ Step 4. Empty waste bins and refresh the beverage counters: clear the old cups, wipe the counter and leave the room ready for the next group.
- ☐ Step 5. Dust window sills, blinds and credenza surfaces: remove the visible dust that makes a clean room look dusty.

Daily reset log

What the room looks like between meetings. For a busy room this can happen several times a day. Initial the day.

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Wipe the tables.							
Empty the bins.							
Clear the counter.							
Remove visible smudges on glass or screens.							

Weekly pass log

The details a quick pass misses. Date each line as it is done.

TASK	DATE	INITIALS
Vacuum the chairs.		
Clean the under-table cable trays.		
Dust the sills and blinds.		
Check the whole room for anything that needs a deeper clean.		
Monthly or quarterly: carpet extraction, a full chair detail and a careful clean of the AV equipment.		

The surfaces that need the most attention

Not every surface in a conference room needs the same treatment.

- ☐ Boardroom tables: a wipe that cleans without leaving a sticky residue or dulling the finish.
- ☐ AV screens and smart boards: a gentle, lint-free approach that protects the display.
- ☐ Executive chairs: between meetings, a quick vacuum and spot-clean keeps them presentable.
- ☐ Remote controls and cables: touched constantly and cleaned rarely, so include them in the routine.
- ☐ Window sills and credenzas: dust settles on sills, blinds and display surfaces.

Products and tools

Match the product to the surface and follow the label.

- ☐ A gentle, food-safe table cleaner that is non-tacky.
- ☐ Screen-safe microfibre cloths: a lint-free, non-ammonia approach keeps AV displays streak-free.
- ☐ A HEPA vacuum for carpet and upholstery, under the table and around the chairs.
- ☐ Disinfecting wipes for remotes and touchpoints.
- ☐ Keep the products in a cupboard, and bring in a small kit for each clean.

Common mistakes to avoid

A few well-meaning habits cause most of the damage in conference rooms.

- ☐ Ammonia-based glass cleaners and abrasive paper towels can damage the coating on video conferencing displays. Use a screen-safe cloth and solution.

- ☐ Do not let spills sit: coffee rings and ink marks set quickly into wood and fabric.

- ☐ Do not ignore the cables: power cords and cable trays collect dust and crumbs.

- ☐ A dry duster just moves dust around. Damp microfibre picks it up and holds it.

- ☐ Do not overload the table with products and cloths, which makes the room look cluttered.