

Office Cleaning Checklist

Daily, weekly and monthly tasks for an Ottawa workplace. Print it, pin it in the supply cupboard, and work down the list.

Daily: the ten tasks that keep an office looking cared for

Daily work is about the visible, high-touch surfaces people meet on any normal day.

- ☐ Empty waste and recycling bins before they overflow, and replace the liners.
- ☐ Wipe down desks, keyboards, phones and shared workstations with a surface cleaner.
- ☐ Clean door handles, light switches, railings and lift buttons that everyone touches.
- ☐ Sanitise kitchen counters, the microwave handle, the fridge door and the coffee station.
- ☐ Spot-clean and polish glass doors, partitions and mirrors that show smudges.
- ☐ Sweep or vacuum high-traffic entryways, corridors and meeting rooms.
- ☐ Damp-mop hard floors in the kitchen, washroom and entrance areas.
- ☐ Clean and restock washrooms, including sinks, taps, mirrors and dispensers.
- ☐ Tidy meeting rooms after use, wipe the tables and clear the whiteboards.
- ☐ Do a final walk-through at the end of the day to catch anything that was missed.

Weekly: reset the shared surfaces

Weekly tasks tackle the build-up that daily wiping does not fully remove.

- ☐ Vacuum carpeted floors completely, including under desks and around furniture.
- ☐ Dust and wipe all desktops, shelving, filing cabinets and window sills.
- ☐ Deep-clean the kitchen and break room, including the inside of the microwave and the sink drain.
- ☐ Wipe down the fridge interior shelves, bins and door seals.
- ☐ Clean interior glass, including office windows, partitions and the conference-room table.
- ☐ Disinfect light switches, door handles and shared phones more thoroughly.
- ☐ Wipe down computer keyboards, mice and touchscreens.
- ☐ Remove scuff marks and spot-clean walls and baseboards in high-traffic areas.
- ☐ Check supplies: paper towels, soap, bin liners and cleaning products for the week ahead.

Monthly and quarterly: the build-up you cannot see

These tasks reach the places a daily and weekly routine never touches.

- ☐ Wipe down air vents, return grilles and ceiling fixtures to reduce dust spread.
- ☐ Deep-clean washrooms, including grout, fixtures and high-reach areas.
- ☐ Extract or steam-clean carpets in entryways and heavy-use corridors.
- ☐ Clean inside the dishwasher, the oven, the fridge coils and other appliances.
- ☐ Dust light fittings, crown moulding, shelves and other high surfaces.
- ☐ Clean window tracks, sills and blinds that collect dust and pollen.
- ☐ Wipe down skirting boards, door frames and kick plates.
- ☐ Quarterly: interior windows, meeting-room carpets, kitchen exhausts and storage closets.
- ☐ Book the monthly deep clean like an appointment, after hours if the office is busy.

Products and safe handling

Product safety is a documented obligation in a workplace, not a preference.

- ☐ Follow the label instructions, including the contact time for disinfectants.
- ☐ Never mix cleaning products, especially bleach with anything acidic.
- ☐ Use the right product for the surface to avoid damage.
- ☐ Make sure cleaning staff can access the safety data sheets for the products they use.
- ☐ Check that a disinfectant making a kill claim carries a Health Canada DIN.
- ☐ Choose lower-fume or EcoLogo-certified products when employees or clients are sensitive.

Seasonal adjustments for an Ottawa office

Review the schedule each season instead of treating the weather as a surprise.

- ☐ Winter: salt, sand and slush reach the entrance first. Add matting and increase entry-floor cleaning.
- ☐ Winter: vacuum and wash entry mats often; salt-loaded mats stop doing their job.
- ☐ Spring: pollen and dust settle on sills, blinds and desks faster once windows open.
- ☐ Summer: humidity and busier traffic; keep kitchens and washrooms on the tighter rhythm.
- ☐ Fall: wet leaves and rain at the entrance; keep the entry-floor routine in place.
- ☐ Review the checklist each season and adjust frequencies for weather, use and staff changes.