Workplace Cleaning Checklists



Maintaining high standards of cleanliness in the workplace is vital. We’ve created these daily, weekly & monthly checklists to help you keep to an effective cleaning schedule to minimise the risk of infection transmission and keep people safe.

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| Workpace Daily Cleaning Checklist |
| Sanitise and disinfect all surfaces including office desks, tables, chairs, computer keyboards and mice, digital touch screens, monitors, skirting boards, handrails, doors, door frames, radiators, windowsills, light switches and any other surfaces frequently used and touched. |
| Vacuum floors in all entrance spaces, offices, kitchens, washrooms including tiled floors. |
| Mop all hard floors with disinfectant including washrooms and toilet floors. |
| Wipe down any windows, mirrors or walls that have been touched. |
| Empty rubbish bins, wash and replace bin liners. |
| Clean all kitchen facilities such as the fridge, microwaves, water dispensers and counter tops. |
| Empty, load and run the dishwasher. |
| Thoroughly sanitise all washroom facilities and toilets with disinfectant. |
| Wipe down washroom counter tops including hand dryers, hand soap dispensers, etc. |
| Change and dispose of sanitary waste correctly. |
| Refill all soap, sanitising and drying dispensers within washrooms and the general facility. |
| Spray air freshener to ensure the facility is left with a fresh, clean smell. |



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| Workplace Weekly Cleaning Checklist |
| Date: |
| Disinfect all working surfaces such as office desks, computer keyboards, monitors, shared  phones, screens. |
| Thoroughly clean windows and entryways. |
| Empty and sanitise all bins and clean with disinfectant. |
| Buff, disinfect and polish all hard floor surfaces and conference tables. |
| Empty kitchen fridge and thoroughly disinfect. |
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| Workplace Monthly Cleaning Checklist |
| Dust all high surfaces. |
| Vacuum all fabric office chairs and visitor chairs. |
| Vacuum and deep clean commonly touched surface areas. |