

Office Cleaning Checklist

Use the checklist below to make sure your office building stay in tip top shape! Add your own unique tasks and have your staff initial as each task is completed.





DATE: _____

TASK	TIMES	STAFF INITIAL	MGMT. INITIALS
Clean and disinfect light switches			
Clean and disinfect all telephones			
Clean and disinfect all non-porous chairs			
Wipe down and disinfect desks and tables			
Disinfect computer monitors, keyboards and mouses			
Disinfect televisions and remote controls			
Dust/Clean lamps and light fixtures			
Dust and clean clocks			
Disinfect and clean printing and faxing equipment			
Clean interior/exterior of trash/recycling bins and replace liners			
Dust and clean any display cases or picture frames			
Disinfect door handles			
Vacuum or clean floor			
Dust blinds and disinfect blind adjuster			

Office Cleaning Checklist

Use the checklist below to make sure your office building stay in tip top shape! Add your own unique tasks and have your staff initial as each task is completed.

DATE: _____

1	3M™ Glass Cleaner Concentrate Concentrado de limpieza para vidrios 3M™		4	3M™ Bathroom Disinfectant Cleaner Concentrate Concentrado de limpieza desinfectante para baños 3M™	7	3M™ Food Service Degreaser Concentrate Concentrado desengrasante para áreas de servicios de comidas 3M™
2	3M™ Heavy Duty Multi-Surface Mark Remover Concentrate Concentrado removedor de marcas para múltiples superficies de alta resistencia 3M™		5	3M™ Quat Disinfectant Cleaner Concentrate Concentrado de limpieza desinfectante cuaternario 3M™	8	3M™ General Purpose Cleaner Concentrate Concentrado de limpieza de propósito general 3M™
3	3M™ Neutral Cleaner Concentrate Concentrado de limpieza neutro 3M™		6	3M™ Speed Stripper Concentrate Concentrado rectificador rápido 3M™	13	3M™ Deodorizer — Fresh Scent Concentrate Desodorizante 3M™ — Concentrado con aroma fresco
22	3M™ Floor Stripper LO Concentrate Concentrado LO rectificador de suelos 3M™		34	3M™ Peroxide Cleaner Concentrate Concentrado de limpieza de peróxido 3M™	15	3M™ Non-Acid Disinfectant Bathroom Cleaner Concentrate Concentrado de limpieza para baños desinfectante no ácido 3M™
23	3M™ Neutral Quat Disinfectant Cleaner Concentrate Concentrado de limpieza desinfectante cuaternario neutro 3M™		35	3M™ Clean & Shine Daily Floor Enhancer Limpiador y Sellador De Pisos Concentrado Para Uso Diario Clean & Shine	16	3M™ Sanitizer Concentrate Concentrado desinfectante 3M™
24	3M™ 3-in-1 Floor Cleaner Concentrate Concentrado de limpieza para suelos 3 en 1 3M™		40	3M™ Disinfectant Cleaner RCT Concentrate Concentrado de limpieza desinfectante de ensayo clínico aleatorizado (RCT) 3M™	17	3M™ Glass Cleaner and Protector Limpiador y protector de vidrios 3M™
25	3M™ HB Quat Disinfectant Cleaner Concentrate Concentrado de limpieza desinfectante cuaternario HB 3M™		41	3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate El Limpiador Concentrado Desinfectante con Aroma Fresco MBS 3M™		
26	3M™ Industrial Degreaser Concentrate Concentrado desengrasante industrial 3M™		42	3M™ MBS Disinfectant Cleaner Concentrate Limpiador Desinfectante Concentrado MBS 3M™		
27	Scotchgard™ Extraction Cleaner Concentrate Concentrado de limpieza de extracción Scotchgard™		44	3M™ Bathroom Cleaner Concentrate Concentrado de limpieza para baños 3M™		
28	Scotchgard™ Pretreatment Cleaner Concentrate Concentrado de limpieza para tratamientos previos Scotchgard™		51	3M™ Bathroom & Shower Cleaner Concentrate Concentrado de limpieza para baños y duchas 3M™		

