Meadowlark Home Cleaning
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FOR OFFICES, STUDIOS AND SHOPS

Small Office and Storefront Cleaning Checklist

A small workplace stays clean when the work is split by how often a surface gets touched. Daily jobs are the ones people notice. Weekly and monthly jobs are the ones customers feel. Use this checklist to run it in-house, or to set a scope with a cleaner.

Every day

- [ ] Empty trash and recycling, and replace the liners
- [ ] Wipe reception counters, desks and meeting tables
- [ ] Wipe high-touch points: desks, door handles, light switches, shared phones and keyboards. The CDC says to clean these regularly[1]
- [ ] Clean and restock restrooms: toilets, sinks, mirrors, soap and paper
- [ ] Wipe the break room counters, sink and microwave
- [ ] Vacuum entry mats and the main walkways
- [ ] Spot-clean the entry glass and door

Every week

- [ ] Vacuum all carpet and mop all hard floors
- [ ] Dust horizontal surfaces, shelves and window sills
- [ ] Wipe the inside of the microwave and the fridge shelves
- [ ] Disinfect restroom floors and fixtures where it matters
- [ ] Clean the inside and outside of glass doors and display windows
- [ ] Wipe wall marks near doors and light switches

Every month

- [ ] Dust vents, ceiling fans and light fixtures
- [ ] Wash baseboards and door frames
- [ ] Clean the inside of the fridge and the tops of cabinets
- [ ] Wash interior windows and sills
- [ ] Move chairs and furniture to vacuum underneath

- [ ] Deep-clean restrooms, including grout and exhaust fan covers

Settle these with a cleaner before you start

- Which days and hours the space is cleaned, and how a cleaner gets in and secures it afterward
- A written scope listing each area and how often it is cleaned
- Who supplies paper goods, soap and trash liners
- How you report a missed task, and what happens next
- Rooms or items to leave alone, such as private offices, labeled files or equipment

Clean first, then disinfect

The CDC says to clean with soap or detergent before disinfecting, because disinfectants work better on clean surfaces. Disinfect where someone has been ill, keep the surface wet for the full contact time on the label, and never mix products.[1]

Sources

[1] When and How to Clean and Disinfect a Facility, Centers for Disease Control and Prevention. https://www.cdc.gov/hygiene/about/when-and-how-to-clean-and-disinfect-a-facility.html

> **Want a hand with commercial cleaning?**
> Call Jeremy at (503) 505-0174 or ask for a free quote at meadowlarkhomecleaning.com/contact. The quote is free, with no obligation.

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