



Location	
Tech	
Time In	
Time out	
Date	

## Office Cleaning Checklist

Productive/Common Areas	✓	Notes/Maintenance
Wipe down desk		
Sanitize equipment		
Dust vents		
Dust fans		
Clean Windows		
Sweep		
Mop		
Vacuum Floor		
Empty Trash		

### Kitchen

Dust walls		
Wipe appliances		
Wipe outside of Cabinets		
Clean/Sanitize counters		
Clean/Sanitize sink		
sweep		
mop		
vacuum		
Empty Trash		

Bathrooms
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Clean/Sanitize Counters	
Clean/Sanitize Sinks	
Clean/Sanitize toilets	
Clean/Sanitize handles/pulls	
Clean mirrors	
Clean Light fixtures	
Sweep	
mop	
Empty Trash	
Restock perishables	


Blank lined area for notes or additional information.

