



Office & Commercial Clean – Detailed Checklist

Professional-grade cleaning tailored for high-end workspaces and executive environments. 1. Workspaces & Desks

- Dust all surfaces: desks, monitors, shelves, filing cabinets
- Sanitise desktops, keyboards, mice, phones, and shared equipment
- Disinfect light switches, door handles, and entry systems
- Clean inside and outside of drawers (if empty)
- Clean glass partitions and internal windows
- Vacuum floors and under furniture

2. Meeting Rooms & Common Areas

- Wipe down tables, chairs, AV equipment
- Clean glass surfaces, mirrors, and screens
- Dust artwork, skirting, and air vents
- Disinfect remotes, controls, and shared touchpoints
- Arrange seating neatly post-clean

3. Kitchenette / Staff Area

- Clean countertops, cupboards, and tables
- Degrease and wipe down appliances: kettle, toaster, fridge, microwave
- Sanitise sink and taps
- Clean cupboard doors and drawer fronts
- Mop and sanitise floor
- Empty and disinfect bins

4. Washrooms

- Full disinfect of toilets, urinals, sinks, taps, and dispensers
- Descale tiles, taps, and basins
- Clean mirrors and chrome
- Refill soap, paper towels, and toilet paper (if supplied)
- Empty and sanitise bins

- Mop and disinfect floors

5. Entrances & Hallways

- Clean front doors (glass and frames)
- Polish handles, intercoms, and touchpads
- Vacuum and mop floors
- Dust skirtings and corners
- Remove visible marks from walls and switch plates