

Office Cleaning Checklist

Reefa

43 checkpoints · 7 zones · reefa.pl/checklisty

Site: _____ Date: _____ Checked by: _____

Frequencies: **weekly** — at least once a week · **monthly** — once a month · **quarterly** — every 3 months

01 Entrance area and reception

- | | |
|--|---------|
| ☐ Entrance mat vacuumed, vestibule floor mopped — no sand or streaks | daily |
| ☐ Glass entrance doors free of fingerprints on both sides (at least up to 2 m high) | daily |
| ☐ Reception desk wiped with disinfectant, waiting area tidied | daily |
| ☐ Intercom, card reader, doorbell and visitor terminal disinfected | daily |
| ☐ Plant leaves dusted, dry leaves removed from pots | weekly |
| ☐ Reception glazing and glass partitions cleaned to full height | monthly |

02 Open space and workstations

- | | |
|--|-----------|
| ☐ Exposed desk surfaces damp-wiped (documents and personal items untouched — clean desk is the employee's responsibility) | daily |
| ☐ Desk-side bins emptied, liners replaced, waste removed with sorting maintained | daily |
| ☐ Carpet vacuumed / floor mopped — including under desks and behind bins | daily |
| ☐ Phones, headsets, keyboards and mice disinfected with an electronics-safe cleaner | 2–3×/week |
| ☐ Monitors wiped with dry microfibre (no detergent) | weekly |
| ☐ Windowsills, radiators and skirting boards dust-free | weekly |
| ☐ Desktop undersides, desk legs and chair bases wiped — a spot poor services typically skip | monthly |
| ☐ Chair and armchair upholstery vacuumed | monthly |

03 Conference rooms and private offices

- | | |
|---|-----------|
| ☐ Conference table damp-wiped, chairs pushed in and aligned | daily |
| ☐ Whiteboard and flipchart frame clean — no marker residue | daily |
| ☐ Remote controls, video conferencing equipment, light switches and door handles disinfected | weekly |
| ☐ Floor vacuumed / mopped | 2–3×/week |
| ☐ Internal glazing free of handprints (handle zone weekly, full surface monthly) | weekly |
| ☐ Top edges of furniture, picture frames and AV equipment dust-free | monthly |

04 Kitchen / kitchenette

☐	Countertops, sink and tap cleaned and disinfected — no crumbs or water stains	daily
☐	Cabinet fronts around handles, fridge handles, microwave and coffee machine panels wiped	daily
☐	Bins (including organic waste) emptied with liner replacement; bin lid washed weekly	daily
☐	Floor mopped with a degreasing agent	daily
☐	Microwave interior and turntable washed	weekly
☐	Shared fridge shelves washed, expired food removed (after notifying staff)	monthly
☐	Kettle and coffee machine descaled per manufacturer instructions	monthly

05 Restrooms and sanitary facilities

☐	Toilet bowls, seats, urinals and flush buttons cleaned and disinfected Keeping sanitary facilities clean is an employer's duty under Poland's general OHS (BHP) rules (MPiPS regulation of 26 Sep 1997)	daily
☐	Sinks, taps and dispensers cleaned and disinfected	daily
☐	Soap, toilet paper and paper towels restocked — an empty dispenser is a service failure, not "usage"	daily
☐	Mirrors and shelves streak-free	daily
☐	Floor mopped with disinfectant — including behind the toilet and around the bin	daily
☐	Restroom check card filled in: service time + cleaner's signature	every visit

06 Corridors and touchpoints

☐	Corridors and stairs swept / mopped	daily
☐	Door handles, light switches, handrails and lift buttons disinfected	daily
☐	Doors and frames wiped in the touch zone	weekly
☐	Bins in common areas emptied	daily
☐	Notice boards, fire extinguishers and evacuation signage dusted	monthly

07 Periodic and deep cleaning tasks

☐	Windows cleaned including frames and external sills	quarterly
☐	Carpets extraction-cleaned / floors machine-scrubbed	2×/year
☐	Ventilation grilles and air vents cleared of dust	quarterly
☐	Light fittings and lamps wiped	quarterly
☐	Spaces behind cabinets and shelving vacuumed (with the client's involvement)	2×/year

How to inspect office cleaning — an 8-step control procedure

1. Walkthrough with the checklist in hand — once a week go through one randomly chosen zone item by item, ticking YES/NO instead of judging the overall impression.
2. Touchpoint test: wipe a door handle, handrail and lift button with a white cloth — a grey mark means touchpoint disinfection is being skipped.
3. Check the "off-route" spots: desktop undersides, chair legs, skirting boards, the space behind bins — these are the first items to disappear when the crew is rushing.
4. Verify the restroom check card: entries with time and signature should match the contractual schedule; missing entries = missing service, not a missing card.
5. Inspect the dispensers: soap, paper and towels in every restroom and kitchen — an empty dispenser in the middle of the day is a breach of standard.
6. Compare the contract scope with reality: note the checklist items that are "included" in the contract but not actually performed.
7. Document non-conformities with date-stamped photos and hand the contractor a list with a correction deadline (typically 24–48 h); re-inspect after the deadline.
8. Record walkthrough results in one place (spreadsheet / binder) — a 4–6 week trend shows whether the service is improving or merely reacting to complaints.

Notes: _____

Signature: _____