

OFFICE CLEANING CHECKLIST FOR LONDON WORKPLACES

HOW TO USE THIS CHECKLIST

This checklist is your roadmap to achieving a clean and healthy workplace. It outlines daily, weekly, and monthly tasks, clarifying responsibilities for everyone involved. Regularly reviewing and updating it based on staff feedback ensures that you’re always responsive to hygiene needs.

DAILY CLEANING TASKS

LOCATION	CLEANING TASK
Reception & Entrance	- Vacuum or sweep floors - Mop hard floors - Wipe the reception desk front and top - Clean glass on entrance doors & touch plates - Empty bins and recycling
Desks & Workstations	- Empty desk bins - Wipe clear desk surfaces - Wipe chair arms and backs - Wipe door handles and switches - Clean keyboards and mice (if agreed)
Kitchens & Break Areas	- Wipe counters and tables - Clean sinks and taps - Wipe cupboard fronts - Clean inside the microwave - Empty bins and change liners
Toilets & Washrooms	- Clean and disinfect toilets and urinals - Clean sinks, taps, and splashbacks - Clean mirrors - Refill soap, towels, and toilet rolls - Mop floors with disinfectant

WEEKLY CLEANING TASKS

LOCATION	CLEANING TASK
Offices and Meeting Rooms	- High-level dusting at reachable heights - Wipe chair legs and bases - Spot clean walls, switches, and doors
Kitchens& Break Areas	- Clean inside the fridge - Wipe inside cupboards as agreed - Descalc taps and kettles as necessary
Toilets & Washrooms	- Limescale removal from toilets and sinks - Wipe cubicle partitions and doors

MONTHLY CLEANING TASKS

LOCATION	CLEANING TASK
Entire Property	- Carpet cleaning or spot treatment - Machine cleaning of hard floors - High-level dusting of vents and ledges - Cleaning behind and under large appliances - Descalc showers and taps - Wash windows and glass surfaces

INSPECTION TEMPLATE

Area:

Tasks:

Pass or Fail: ☐ Pass ☐ Fail

Date:

Initials:

Extra Notes:

TIPS FOR CONTINUOUS IMPROVEMENT

Encourage your cleaning team to use the *“Extra Notes”* section for feedback or suggestions. This ongoing dialogue keeps your cleaning standards high and ensures you’re responsive to workplace hygiene needs.

By following this checklist, you can create a cleaner, healthier environment for your team. Regular cleaning not only boosts morale but also enhances productivity.