

Office Cleaning Checklist: What to Clean and How Often

A practical schedule for keeping a workplace consistently clean, not just before client visits

Daily

Task	Area
Empty trash bins	All areas
Wipe desks and shared surfaces	Workstations
Clean restrooms	Restrooms
Vacuum high-traffic floors	Entrance, hallways

Weekly

Task	Area
Full floor clean, all rooms	Whole office
Disinfect meeting room tables	Meeting rooms
Clean kitchen/pantry appliances	Break room
Wipe down glass partitions	Whole office

Monthly

Task	Area
Deep clean carpets or upholstered chairs	Whole office
Dust vents and light fixtures	Whole office
Clean windows	Whole office

Need this handled after hours?

Message us on WhatsApp +966 53 506 3609 for office cleaning in Dammam or Khobar