

OFFICE CLEANING CHECKLIST

A guide to creating a more hygienic workplace

Did you know that the average office desk harbors 400 times more bacteria than a toilet seat?¹ Some of the most germ-ridden spots are not where you might expect.

Use this checklist to create a thorough cleaning routine that reduces bacteria spread, resulting in fewer sick days, lower healthcare costs, and a healthier workspace.



5 Biggest Germ Hotspots*

Many assume dirt and germs are confined to restrooms, but they also lurk in less obvious places.

1

Break Room Sink
Faucet Handles

2

Microwave
Door Handles

3

Computer
Keyboards

4

Refrigerator
Door Handles

5

Water Fountain
Buttons

EXTERIOR



Entrance Mats:

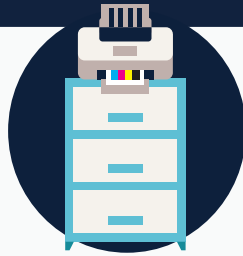
Spot-clean as needed and replace regularly in rainy weather.

Loose Debris: Remove leaves, dirt, rocks and other debris.

Trash: Prevent overflow and maintain a tidy appearance.

High-Touch Surfaces: Disinfect doorknobs and handles regularly.

COMMON AREAS/LOBBY



High-Touch Surfaces:

Disinfect doorknobs, handles, elevator buttons and shared office equipment like printers.

Floors: Regularly clean carpets or porous tiles.

Trash: Empty trash bins daily, even if not full.

Furniture: Dust and damp clean furniture.

Hand Hygiene Stations: Install hand sanitizer stations for convenient access.

DESK/CUBICLE



Keyboard and Mouse:

Regularly clean keyboards, mouse and pad.

Shared Telephone: Regularly disinfect shared phones.

Desks: Disinfect desks and chairs daily.

Hygiene Supplies: Ensure hand sanitizer, tissues and cleaning wipes are easily accessible.

Trash: Empty trash bins daily, even if not full.

Floors: Regularly clean carpets or porous tiles.

Eating at Desks: Remind employees to clean desks before and after eating.

RESTROOMS



Toilets: Clean and disinfect the entire toilet bowl with a monthly application of a disinfectant germicidal cleaner.

Sinks and Faucets: Clean and sanitize sinks, faucets and other fixtures.

Surfaces: Wipe and clean all reachable surfaces, such as stall walls, doors and doorknobs.

Floors: Mop floors and tiled surfaces with a disinfectant solution.

Supplies and Maintenance: Refill soap dispensers, restock toilet paper and paper towels and empty trash bins daily.

Signage: Place signs reminding employees about good hygiene practices.

KITCHEN, BREAK ROOM, CAFETERIA



Food preparation: Clean and disinfect countertops, sinks and appliances.

Appliances: Regularly clean and sanitize kitchen appliances, especially coffee machine and water cooler.

Trash: Empty trash receptacles and change out liners daily.

Tables and Chairs: Clean and disinfect tables, chairs and other seating surfaces.

Hygiene Supplies: Ensure hand sanitizer, tissues and cleaning wipes are readily available.

Food Storage: Remind employees to date food and clean the refrigerator weekly.

Maintaining a clean and hygienic office is crucial for the well-being and productivity of your team. To find the right products for your cleaning routine, check out our [suite of hygiene solutions](#) to help you create a healthier workspace.

*Study conducted for the Kimberly-Clark-Professional™ Healthy Workplace Project, collecting nearly 5,000 individual swabs from office buildings.
1 Average office desk has 400 times more bacteria than toilet seat. (2020, September 23). NZ Herald.